CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

CAAL-CBPA Policies and Procedures Manual

Table of Contents

1. Governance Policies
   - 1.1. Board Handbook
     - 1.1.1. Board Terms of Reference & Code of Conduct (POL1)
     - 1.1.2. Board Evaluation and Development Policy (POL10)
   - 1.2. Executive Committee Handbook
     - 1.2.1. Roles of Officers of the Board
     - 1.2.2. Executive Committee Authority
   - 1.3. Conflict of Interest Policy (POL2)
   - 1.4. Code of Conduct & Ethics (POL3)
   - 1.5. Confidentiality Policy (POL4)
   - 1.6. Privacy Policy
     - 1.6.1. CAAL-CBPA (POL5)
     - 1.6.2. AtlanticOER (POL6)
     - 1.6.3. AI Use in CAAL-CBPA Meetings & Events Policy (POL7)
   - 1.7. Risk Management Policy (POL8)
   - 1.8. Whistleblower Policy (POL9)
   - 1.9. Planning – Strategic, Annual Operating Plan, and Planning Cycle
   - 1.10. Executive Director
     - 1.10.1. Appointment of Executive Director
     - 1.10.2. Executive Director Authority
     - 1.10.3. Executive Director Performance Evaluation
2. General Policies
   - 2.1. Communications Policy (POL8)
     - 2.1.1. Media Relations Policy (POL8.1)
     - 2.1.2. Consent Agenda Policy (POL8.2)
   - 2.2. Non-Disclosure Agreements Policy (POL9)
   - 2.3. Committees Policy (POL10)
3. Financial Management
   - 3.1. Audit Policy (FPOL1)
   - 3.2. Net Assets Policy (FPOL2)
   - 3.3. Procurement Policy (FPOL3)
   - 3.4. Approval & Signing Authority Policy (FPOL4)
   - 3.5. Credit Cards Policy (FPOL5)
   - 3.6. Travel & Expenses Policy (FPOL6)
   - 3.7. Sponsorship Policy (FPOL7)
   - 3.8. Honourarium Policy (FPOL8)

3.9. Grant Management Policy (FPOL9)

4. Human Resources
   - 4.1. Accessibility (HRPOL1)
   - 4.2. Employment Equity (HRPOL2)
   - 4.3. Health and Safety (HRPOL3)
   - 4.4. Leave (HRPOL4)
     - 4.4.1. Statutory Holidays
     - 4.4.2. Vacation Leave
     - 4.4.3. Christmas Shutdown
     - 4.4.4. Family Responsibility Leave
     - 4.4.5. Sick Leave
     - 4.4.6. Bereavement Leave
     - 4.4.7. Jury Duty
     - 4.4.8. Other Leaves
   - 4.5. Professional Development & Training (HRPOL5)
   - 4.6. Performance Review (HRPOL6)
   - 4.7. Substance Abuse (HRPOL7)
   - 4.8. Workplace Flexibility (HRPOL8)
   - 4.9. Workplace Harassment (HRPOL9)

Board Member Terms of Reference and Code of Conduct

Approved by Board: February 27, 2025
Last Revised: February 27, 2025

Policy Number: POL1
Responsibility: Executive Director
Revision Schedule: Annually

1. Purpose

The Board of Directors of CAAL-CBPA is committed to good governance and to the ongoing application of best practices in governance.

CAAL-CBPA's Board Code of Conduct supports this commitment by articulating the responsibilities each Director is expected to assume, setting out the boundaries of acceptable behaviour, and outlining the sanctions to be applied for non-compliance or violation.

As such, the terms of reference are a key vehicle for:

- Orienting new Directors to the organization's standards;
- Ensuring shared understanding of expected behaviour, providing comfort to Directors that they will not inadvertently stray from compliance due to lack of clarity regarding expectations;
- Reducing the risk and associated costs of unacceptable behaviour or ethical lapses on the part of individual Directors.

2. Scope

This Policy applies to all Board members of CAAL-CBPA. It applies to all aspects of CAAL-CBPA governance and operations. It does not eliminate any other obligations CAAL-CBPA may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

3. Policy Administration and Review

3.1. The Executive Director and Board of Directors will undertake responsibility for the administration of this Policy.
3.2. This Policy will be reviewed in accordance with CAAL-CBPA's Communications Policy review process.
3.3. **Annual statement of compliance and disclosure:** Annually after the AGM, each Director shall complete and submit a statement of compliance with the CAAL-CBPA Board Member Terms of Reference and Code of Conduct indicating their acknowledgement and understanding of their responsibilities as a Board member. Such statement will include any disclosures that may be required under the CAAL-CBPA Conflict of Interest Policy. Board members who join mid-term

in an association year will also sign a statement of compliance and disclosure immediately upon assuming their Directorship.

4. Director Terms of Reference

As a member of the Board of Directors of CAAL-CBPA, the Director's purpose is to exercise sound judgement in the development of policies and objectives for CAAL-CBPA, for the direction and guidance of management. Individually, a Director has no authority in their own right except when power is vested by resolution of the Board.

Under common law, a Director has two basic duties:

1. A fiduciary duty to act honestly and in good faith with a view to the best interests of the organization; and
2. The duty of care, to exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

5. Director Responsibilities

In carrying out their role as a Director of CAAL-CBPA, each Director has the following responsibilities:

1. Understand and fulfill the legal requirements and fiduciary and other obligations of a Director with care, diligence, integrity, and skill;
2. Understand, support, and promote CAAL-CBPA's vision, mission, and core values;
3. Be cognizant of and respect particular stakeholder views, but act and use their abilities, experience, and influence constructively in the best interest of CAAL-CBPA as a whole;
4. Be knowledgeable about CAAL-CBPA's business and the environment within which it operates, including maintaining an understanding of the academic, regulatory, political, business, technical, and social environments in which CAAL-CBPA operates;
5. Understand the strategic direction of CAAL-CBPA and the principal risks faced by CAAL-CBPA, and engage actively and constructively in ongoing and responsible planning;
6. Make a concerted effort to attend all Board and committee meetings, and participate fully and frankly with the understanding that absence from Board meetings does not remove a Board member's responsibility for decisions by the Board;
7. Prepare fully for Board and committee meetings, analyzing and comprehending reports, seeking pertinent information, and asking discerning questions that focus on strategy, policy and results rather than day-to-day operations and management of CAAL-CBPA;
8. Be willing to participate, as requested/appointed by the Board, on Board and standing committees, working groups, etc., and become knowledgeable in respect to the mandates and operations of the relevant committees and working groups;
9. Be knowledgeable regarding the Board and staffing structure of CAAL-CBPA;
10. Recognize that they must act as an individual rather than as an advocate or representative for any special interest;
11. Keep Board deliberations and non-public information confidential per the CAAL-CBPA Confidentiality Policy;

12. Not purport to speak for CAAL-CBPA Board unless they have been specifically authorized to do so, particularly in compliance with the CAAL-CBPA Media Relations Policy;
13. Observe the CAAL-CBPA Conflict of Interest Policy, and follow the policy in disclosing and resolving potential or actual conflicts of interest;
14. Not use, for personal or business benefit, any information derived through the exercise of their duties that is not otherwise in the public domain;
15. Not direct the Executive Director or their senior management with respect to specific operational decisions or with respect to day-to-day operations of CAAL-CBPA unless specifically authorized to do so by the Board;
16. Foster a collegial approach in performing their duties and responsibilities, and contribute positively to the Board as a team member;
17. Be prepared to commit the appropriate time required to carry out effectively their duties as a Director.

6. Code of Conduct

6.1. General Duty and Standard of Care

6.1.1. A Director is required, in exercising their powers and discharging their duties, to act honestly and in good faith with a view to the best interests of CAAL-CBPA.

6.1.2. To enhance the reputation of CAAL-CBPA in the community, each Director shall maintain a high standard of integrity in the conduct of their personal, business, and professional affairs.

6.1.3. A Director shall comply with all laws affecting Directors including securities and corporate law.

6.2. Good Faith

6.2.1. A Director shall not pursue an improper purpose, while acting on behalf of CAAL-CBPA, staying within their legitimate authority as set out in the CAAL-CBPA's governance documents.

6.3. Conflict of Interest

6.3.1. Each Director is in a position of trust with respect to CAAL-CBPA, and therefore a Director's personal interests and duty to CAAL-CBPA must not be brought into conflict, nor shall a Director make a personal profit on the acquisition or disposition of the CAAL-CBPA's property or improperly use CAAL-CBPA assets (including trade secrets or knowledge of CAAL-CBPA clients and members) for personal benefit.

6.3.2. Each Director shall abide by the terms of the CAAL-CBPA Conflict of Interest Policy, promptly disclosing all actual, potential, or perceived conflicts of interest, and recusing themselves from Directors' discussions, deliberations, or decision-making affecting such conflicts as the case may be.

6.3.3. Directors recognize that corporate information given to them as Directors of the CAAL-CBPA is confidential and therefore they shall maintain such information in confidence.

6.4. Duty of Diligence

6.4.1. Each Director shall take all required actions, including attendance at Board meetings, to ensure they are acquainted with and properly informed regarding the business of CAAL-CBPA, including organizational policies, decisions, and transactions.

6.5. Duty of Skill

6.5.1. Each Director shall exercise reasonable skill within their level of competence. Where a Director possesses specific expertise, they are expected to employ such expertise in their decisions and activities as a Director and for the benefit of CAAL-CBPA and its affairs. Each Director shall be cognizant of the environment and risks inherent in CAAL-CBPA's business and seek advice as required to enable informed decisions.

6.6. Duty of Prudence

6.6.1. Each Director shall act as a prudent person, who is both practical and cautious with a view of anticipating the probable consequences of any course of action that CAAL-CBPA may take. A reasoned evaluation of risks in the context of the CAAL-CBPA's activities is a necessary component of decision-making.

6.7. Non-compliance and violations

6.7.1. Failure by a Director to properly exercise their responsibilities as a Director of the CAAL-CBPA or to abide by the Board Code of Conduct undermines CAAL-CBPA's commitment to good governance and has the potential to harm CAAL-CBPA, its members, and its programs.

6.7.2. The Board of Directors shall take prompt action to address issues of non-compliance with or violation of the CAAL-CBPA Board per Article 3.5 in the CAAL-CBPA ByLaws.

7. Policy Supports

7.1. Holt, C. (2019, December 2). *Benchmarking CAAL-CBPA Communications*. https://drive.google.com/file/d/1fM7nOEnhrdvu-bsT7g_P-Bc-dLDCdMha/view?usp=sharing

7.2. CAAL-CBPA Confidentiality Policy

7.3. CAAL-CBPA Conflict of Interest Policy

7.4. Director Terms of Reference & Code of Conduct: Annual Statement of Compliance and Disclosure

Conflict of Interest Policy

Approved by Board: February 27, 2025
Last Revised: February 27, 2025

Policy Number: POL2
Responsibility: Executive Director
Revision Schedule: Annually aligned with the AGM

1. Definitions

Conflict of Interest: CAAL-CBPA defines a conflict of interest as a circumstance whereby the personal or professional interests of a Board member, employee, or volunteer would benefit from a decision made by the Board, employee, or volunteers. It is recognized that not all conflicts of interest are rooted in financial benefit.

Conflicts of interest exist where a person:

- Has a personal, family or business interest that might benefit from a decision or action taken by the organization and in which they are involved, or in which they can influence those involved.
- Is involved with a competing or sister organization that may interfere with the Director's ability to act in the context of a decision or action undertaken by the organization.
- Accepts gifts, payments, services, or anything else from a party with whom the organization may transact business, for the purposes of influencing an act or decision in the organization.

Examples of possible conflict of interest situations with respect to CAAL-CBPA include:

- A Board member has a personal or business relationship with CAAL-CBPA as a supplier of goods or services or as a property owner or tenant.
- A staff member has a personal or financial relationship outside of the workplace with a client or supplier who they deal with directly as a representative of the CAAL-CBPA.
- CAAL-CBPA is employing someone who is directly related to a Board member or other staff member.
- A major funder or donor has a position on the Board even if it is a non-voting one.

2. Purpose

Members of CAAL-CBPA's Board of Directors, employees, and volunteers (includes committee members and working group members) are expected to operate according to high ethical standards. This includes recognizing that conflicts of interest exist, have the potential to inhibit the wisdom of decisions, and possibly damage the organization's reputation. Specific situations in which actual or potential conflicts of interest may impact decision-making should be avoided. However, conflicts of interest should not prevent an individual from serving as a Director,

employee, or volunteer unless the extent of the interest is so significant that the potential for undue influence is present in many situations.

3. Scope

This Policy applies to all Board members, volunteers, and employees of CAAL-CBPA. It applies to all aspects of CAAL-CBPA governance and operations. It does not eliminate any other obligations CAAL-CBPA may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

4. Policy Statement

4.1. Members of the Board, CAAL-CBPA employees, and volunteers have a duty to disclose any personal, family, or business interests or other community involvements, that may, in the eyes of another person, influence their judgment.

4.2. Directors and the Executive Director shall disclose conflicts of interest to the Board. Employees and volunteers shall disclose conflicts of interest to the Executive Director.

4.3. Conflicts of interest should be disclosed, if anticipated, prior to appointment or hiring. This includes relationships or interests that may give rise to conflicts. If a conflict of interest arises after appointment or hiring, they should be disclosed when the circumstances arise.

4.4. The Board itself may want to disclose Director conflicts of interest to members, employees, funders, and external stakeholders where that interest may, in their judgement, affect the reputation or credibility of CAAL-CBPA. At the discretion of Executive, such disclosure may be made in a formal and confidential communication.

4.5. Board members and employees have a duty to exempt themselves from participating in any discussion and voting on matters where they have, or may be perceived as having, a conflict of interest. In some circumstances they may be asked to step out.

4.6. If a conflict of interest is revealed after the fact involving a CAAL-CBPA Board member, the CAAL-CBPA Executive Committee will revisit any decisions made in relation to the conflict of interest once it is surfaced to determine the impact, and develop a plan for Board approval (the member involved in the conflict shall be excluded from the discussion and any vote) to redress any issues uncovered.

4.7. Any CAAL-CBPA employee who fails to proactively disclose a conflict of interest will be subject to disciplinary action, up to and including termination.

4.8. Any CAAL-CBPA volunteer who fails to proactively disclose a conflict of interest will be subject to disciplinary action, up to and including removal from their volunteer position.

5. Administrative Structure

5.1. The Executive Director and Board of Directors will undertake responsibility for the administration of this Policy.

5.2. This Policy will be reviewed in accordance with CAAL-CBPA's policy review process.

6. Procedures

6.1. All Directors are expected to comply with this policy and to disclose any conflicts of interest in advance. If a Director believes themselves or another Director to be in a situation where there is a conflict of interest, or has breached their duties to the organization, the following process should take place:

6.1.1. Refer the matter to Chair or where the issue may involve the Chair, to the Vice-chair, with notice to Executive Director.

6.1.2. Chair (or Vice-chair as the case may be) may either (i) attempt to resolve the matter informally, or (ii) refer the matter to either the Executive Committee or to a sub-committee of the Board established by the Chair (or Vice-chair, as the case may be), that will report to the Board.

6.1.3. A decision of the Board by majority resolution shall be determinative of the matter.

6.1.4. It is recognized that if a conflict, or other matter referred, cannot be resolved to the satisfaction of the Board (by simple majority resolution), or if a breach of duty has occurred, the Board Chair shall reach out to the Director requesting a rationale for non-compliance. Following understanding of the rationale, and should further steps be required, the Board Chair will work with the Director towards a resolution. Should non-compliance or violations persist and not be remedied by the Director, the Board Chair will send a letter to the Director indicating that their institution's membership might be revoked if they do not fulfill their obligations as a member in good standing per Article 3.5 in the CAAL-CBPA ByLaws. Should the issue be with the Board Chair, then this process will be undertaken by the Board Vice Chair.

6.2. The Executive Director is expected to comply with this policy and to disclose any conflicts of interest in advance. If the Executive Director believes themself to be in a situation where there is a conflict of interest, the following process should take place:

6.2.1. Refer matter to Chair.

6.2.2. Chair may either (i) attempt to resolve the matter informally, or (ii) refer the matter to either the Executive Committee or to a sub-committee of the Board established by the Chair, that will report to the Board.

6.2.3. A decision of the Board by majority resolution shall be determinative of the matter.

6.2.4. It is recognized that if a conflict, or other matter referred cannot be resolved to the satisfaction of the Board (by simple majority resolution), the Executive Director may be asked to resign, or may be subject to disciplinary action, up to and including termination.

6.3. All employees are expected to comply with this policy and to disclose any conflicts of interest in advance. If an employee believes themself to be in a situation where there is a conflict of interest, the following process should take place:

6.3.1. Refer matter to Executive Director.
6.3.2. Executive Director may either (i) attempt to resolve the matter informally, or (ii) refer the matter to either the Executive Committee or to a sub-committee of the Board established by the Chair, that will report to the Board.
6.3.3. A decision of the Board by majority resolution shall be determinative of the matter.
6.3.4. It is recognized that if a conflict, or other matter referred cannot be resolved to the satisfaction of the Board (by simple majority resolution), the employee may be asked to resign, or may be subject to subject to disciplinary action, up to and including termination.

6.4. All volunteers are expected to comply with this policy and to disclose any conflicts of interest in advance. If a volunteer believes themself to be in a situation where there is a conflict of interest, the following process should take place:

6.4.1. Refer matter to Executive Director.
6.4.2. Executive Director may either (i) attempt to resolve the matter informally, or (ii) refer the matter to either the Executive Committee or to a sub-committee of the Board established by the Chair, that will report to the Board.
6.4.3. A decision of the Board by majority resolution shall be determinative of the matter.
6.4.4. It is recognized that if a conflict, or other matter referred cannot be resolved to the satisfaction of the Board (by simple majority resolution), the volunteer may be asked to resign, or may be subject to subject to disciplinary action, up to and including termination from their volunteer role.

6.5. Minutes of meetings should reflect when a Board Member discloses that they have a conflict of interest and how the conflict was managed. Normally this will involve a discussion on the matter without the Board Member in the room, which should be minuted. In the case of a vote, the Board Member should abstain and/or be asked to leave the room. Employee and volunteer conflicts should be similarly managed.
6.6. CAAL-CBPA shall ensure that all Board members, employees, and volunteers are aware of this Policy through the signing of an acknowledgement.
6.7. No exception may be made to this Policy without the CAAL-CBPA Board of Directors' written consent.
6.8. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

7. Policy Supports

7.1. Falconer, D. (2014, January). *Board Conflict of Interest Policy Sample.* *https://oodp.ca/product/board-conflict-of-interest-policy-sample/*
7.2. Holt, C. (2019, December 2). *Benchmarking CAUL-CBUA Communications*. https://drive.google.com/file/d/1fM7nOEnhrdvu-bsT7g_P-Bc-dLDCdMha/view?usp=sharing

7.3. Governing Good. (2017). *Conflict-of-Interest-Sample-Policy.pdf*. http://www.governinggood.ca/wp-content/uploads/2017/12/Conflict-of-Interest-Sample-Policy.pdf

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Confidentiality Policy

Approved by Board: June 8, 2021
Last Revised: April 13, 2022

Policy Number: POL4
Responsibility: Executive Director
Revision Schedule: Annually

1. Definitions

Confidentiality – Confidentiality is the preservation of privileged information. Board members, employees, and volunteers (includes committee and working group members) are cautioned to demonstrate professionalism, good judgment, and care always in handling any information related to CAAL-CBPA to avoid unauthorized or improper disclosures of confidential information.

2. Policy Statement

It is the policy of CAAL-CBPA that CAAL-CBPA employees, Board members, and volunteers will not disclose confidential information belonging to, or obtained through, their affiliation with CAAL-CBPA to any person, including their relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom CAAL-CBPA has authorized disclosure. Any CAAL-CBPA employee, Board member, or volunteer who discloses confidential information without prior authorization will be subject to disciplinary action, up to and including termination and/or removal. This policy is not intended to prevent disclosure where disclosure is required by law.

3. Purpose

Board members, employees, and volunteers shall use confidential information solely for the purpose of performing services as a Board member, employee, or volunteer for CAAL-CBPA. Board members, employees, and volunteers must always exercise good judgment and care to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, Board members, employees, and volunteers should be sensitive to the risk of inadvertent disclosure and should, for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons.

4. Scope

This Policy applies to all Board members, volunteers, employees, and contractors of CAAL-CBPA. It applies to all aspects of CAAL-CBPA governance and operations. It does not eliminate any other

obligations CAAL-CBPA may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

5. Administrative Structure

5.1. The Executive Director and Board of Directors will undertake responsibility for the administration of this Policy.
5.2. This Policy will be reviewed in accordance with CAAL-CBPA's Communications Policy review process.

6. Procedures

6.1. While the Board, employees, and volunteers are expected and encouraged to discuss the organization with one another and other targeted individuals or groups, they shall not report opinions expressed in meetings, nor shall they report independently on committee action, or engage in any communication that has not been approved by the Executive Director or Board of Directors, or that would not be supported by Board policy, procedures, or decisions.
6.2. At the end of the Board or volunteer's term; upon retirement, resignation, or removal from the Board of Directors, volunteer role, or employment, they shall return or destroy at CAAL-CBPA's request, all documents, papers, and other materials, regardless of medium, in their possession which may contain or be derived from confidential information.
6.3. It is expected that Board, employees, and volunteers, will not use trade secrets, client lists, or other confidential information acquired by virtue of being on the Board or volunteer role, or as an employee, even after they complete their service with CAAL-CBPA.
6.4. Before or upon assuming their official duties, all individuals within the scope of this policy will sign a Confidentiality Acknowledgement certifying they have read and agree to abide by the terms of this policy.
6.5. CAAL-CBPA shall ensure that all Board members, staff, and volunteers are aware of this Policy and sign the Confidentiality Acknowledgement.
6.6. No exception may be made to this Policy without the CAAL-CBPA Board of Directors' written (this includes via email) consent.
6.7. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

7. Policy Supports

7.1. Holt, C. (2019, December 2). *Benchmarking CAUL-CBUA Communications*. https://drive.google.com/file/d/1fM7nOEnhrdvu-bsT7g_P-Bc-dLDCdMha/view?usp=sharing
7.2. CAAL-CBPA Media Relations Policy
7.3. CAAL-CBPA Communications Policy (pending)
7.4. CAAL-CBPA Confidentiality Acknowledgement Form (pending)

AtlanticOER Privacy Policy

Approved by Board: February 13, 2023
Last Revised: February 19, 2026

Policy Number: POL6
Responsibility: CAAL-CBPA Executive Director
Revision Schedule: Annually

1. Definitions

Personal Information: "Personal information" is defined by the federal government of Canada to mean information about an identifiable individual (PIPEDA, 2009). Some personal information such as business addresses may be found in the public domain by accessing publications like telephone or professional directories. The focus of this policy is personal information collected, used, and disclosed by AtlanticOER, that is NOT in the public domain.

2. Purpose

AtlanticOER is committed to maintaining and protecting the confidentiality and privacy of personal information, as mandated by the Government of Canada (PIPEDA, 2009). This policy has been developed to set out AtlanticOER's collection, use, disclosure, and protection of the personal information of users. We manage and share your personal information only as outlined in this policy or otherwise with your consent. If you do not agree with the terms laid out in this policy, you should not access AtlanticOER services or website(s), as use of the services implies consent to the terms.

3. Scope

This Policy covers the use of the AtlanticOER service, including the website(s) on which the service is hosted. Policies on handling personal information apply to all employees, volunteers, members, and other users who may have access, to varying degrees, to personal information. This Policy does not apply to services, institutions, or other entities that AtlanticOER does not directly oversee or manage. It does not eliminate any other obligations that AtlanticOER may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

4. Who We Are

AtlanticOER is a pilot service that supports the hosting and creation of open educational resources by educators and students in the Atlantic provinces of Newfoundland and Labrador, New Brunswick, Nova Scotia, and Prince Edward Island.

The AtlanticOER website is: https://atlanticoer-relatlantique.ca/.
The AtlanticOER Pressbooks website is: https://pressbooks.atlanticoer-relatlantique.ca/.

Contact Information
Council of Atlantic Academic Libraries
120 Western Parkway, Suite 202
Bedford, Nova Scotia
Canada, B4B 0V2
902-830-6467
oer@caul-cbua.ca

5. Policy Review

5.1. The Executive Director and Board of Directors undertake responsibility for the administration of this Policy.
5.2. This Policy will be reviewed in accordance with CAAL-CBPA's Communications Policy review process.

6. Type of Information

AtlanticOER may collect and use the following forms of personal information:

6.1. User-provided information: Name, email address, personal account preferences, and other information may be provided by users. This may occur upon registration for a Pressbooks account, or via communications (email, phone, and in-person). These are also detailed below.
6.2. Personal data from technical processes: Contact forms, comments, cookies, website analytics, plug-ins, and third-party embedded content may generate data upon users interacting with them. These are outlined in more detail below.

7. Collection and Use of Personal Information

7.1. User-Provided Information

AtlanticOER collects user-provided personal information only to the extent needed to provide and run our services. Below are ways we may collect and use personal information.

Contact forms: AtlanticOER uses contact forms provided by a plug-in to provide users with an easy way to communicate with us. To enable us to assist users, we ask for minimum information for identification and communication (name, email address, and anything the user may wish to provide in the body of the message). We will not disclose such information other than in the course of providing services (unless required by law), nor will we sell users' information or use it for marketing purposes.

Account registration: Users who wish to register for a Pressbooks account with AtlanticOER consent to providing AtlanticOER with basic personal information needed to complete the registration process, such as name and email address. Your professional role and institutional affiliation are also collected, but these generally fall outside of the domain of personal information.

Comment forms: When visitors leave comments on our websites, we collect the data shown in the comments form (email address, name, comment form), as well as the IP address. Messages will be reviewed before being posted.

Communications: Users may contact us directly via email, phone, or another communication method. As above, we only use any personal information to provide services, such as website administration, password recovery, or to resolve issues and respond to inquiries. Any personal information users provide in such communications will not be disclosed (unless required by law), nor will we sell users' information or use it for marketing purposes.

Mail lists: Users may opt-in to certain mail lists to receive further communications from AtlanticOER. We will always ask for users' express consent (verbally or in writing) before including any email addresses for such purposes. We will also provide an unsubscribe mechanism for each communication through which users can withdraw consent (typically, a reply to an email). AtlanticOER complies with *Canada's anti-spam legislation* (CASL): https://fightspam.gc.ca/eic/site/030.nsf/eng/home

Third-party content: Users should note that AtlanticOER does not have control over, nor a privacy policy, for any third-party content embedded in our services (such as a YouTube video). Use and interaction with such third-party content that discloses personal information will be subject to the privacy policies of those parties.

Media: If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

7.2. Information from Technical Processes

WordPress, the website platform used by AtlanticOER, provides a number of default and optional functionalities and features whose technical processes may generate personal data.

Cookies: Cookies are small data files that are stored on your computer when interacting with websites. AtlanticOER uses cookies to help streamline technical processes for our users, such as authentication, and to enable website analytics. When logging into your Pressbooks account, we will set a temporary cookie to determine if your browser accepts cookies (WordPress test cookie). This cookie contains no personal data and is discarded when you

close your browser. We use both temporary and persistent cookies to facilitate and enhance the use of our websites. Many browsers allow users to control cookies or disable them in their privacy settings, however, the website may not function as intended if cookies are disabled.

Usage and analytics: Visitors to AtlanticOER websites may generate usage data collected by our analytics plug-ins and website platform. Tools that we may use to collect and analyze such data are Google Analytics, Koko Analytics, and basic stats about website usage provided by the platform (such as the number of resources created). Google Analytics and Koko Analytics use cookies to track usage data.

- For Google Analytics, see their terms of service: https://marketingplatform.google.com/about/analytics/terms/us/.
- For Koko Analytics, see here: https://wordpress.org/plugins/koko-analytics/.

As stated above, cookies enable us to use analytics tool to analyze and improve our services. However, if you do not wish to allow them, many browsers allow users to control cookies or restrict them in different ways.

Plugins: AtlanticOER uses a number of third-party plug-ins to improve our services and technologies. These third-party plug-ins have their own privacy policies, and may capture technical data linked to users. Below is a list of plug-ins that AtlanticOER uses:

- Akismet Anti-Spam: https://automattic.com/privacy/
- Fluent Forms
- MonsterInsights (Google Analytics Plug-In for WordPress): https://www.monsterinsights.com/privacy-policy/
- LiteSpeed Cache
- Loginizer
- PageLayer
- PopularFX Website Templates
- Temporary Login Without Password
- TranslatePress
- Yoast Duplicate Post
- H5P
- Parsedown Party
- TablePress
- WP QuickLaTeX

Third-party content: As above, users should note that AtlanticOER does not have control over, nor a privacy policy, for any third-party content embedded in our services (such as a YouTube video). These services may collect data about you, use cookies, or embed additional third-party tracking.

8. Handling Your Personal Information

The handling of personal information will be performed only by employees, volunteers, and other members at AtlanticOER who require personal information to fulfill their duties and provide services, such as responding to inquiries and account creation. Employees, volunteers, and other individuals will comply with the collection and use of personal information outlined in this policy, and they will be given sufficient training on handling personal information.

9. Disclosing and Sharing of Personal Information

AtlanticOER recognizes the importance of protecting your personal information. As such, we do not sell or rent personal information to third-parties, nor do we disclose any personal information except where necessary to provide services. AtlanticOER may aggregate statistics or anonymized personal data for the purposes of analysis and tracking, which may be shared with third parties and stakeholders; this data is not personally identifiable. AtlanticOER may use contractors to provide additional services on our behalf, for instance technical services, payment processors (where applicable), or data analysts. In such cases, we may provide personal information to these companies solely for the express purpose of fulfilling the task which we requested.

If you have an account on an AtlanticOER website, you can request to receive a file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

In the case of legal or security issues, AtlanticOER has the right to disclose your personal information when required by law or when your use of AtlanticOER poses a security or legal risk, including the detection of spam, fraud, copyright infringement, and safety risks.

10. Retaining and Storing Personal Information

AtlanticOER retains your personal information to ensure continued provision of services. For this reason, the duration we retain personal information may vary depending on the type of information. Registration and account information are retained for as long as the individual remains a registered user, whether active or inactive, unless a request is made to AtlanticOER to delete the account, or a technical capacity has been reached. This is to ensure continuity of service and continued access to users. Analytics and usage data may be retained indefinitely for the purposes of analysis; this data will be retained in an aggregate and anonymized form. Information from communications and contact forms, including the body of the inquiry, will be retained for five years to ensure continuity in service.

AtlanticOER stores personal information (email addresses and names) on these platforms: OneDrive, Google Drive, Outlook servers, and website platforms themselves for Google Analytics, Koko Analytics, and WordPress. Access to personal information on these platforms is limited to

those whose roles and responsibilities require access to personal information. Files are kept as securely as possible on these platforms by limiting sharing, and we will make every effort to keep files securely. While cloud servers enable us to perform necessary tasks, no cloud storage is entirely secure.

11. Privacy and Sharing on Pressbooks

In addition to the sections outlined above, individuals who register for and use the AltanticOER Pressbooks website should make note of these additional considerations. AtlanticOER only manages your personal information according to the sections of the policy outlined above, however, users of the Pressbooks platform may share additional personal information at their discretion that may be viewable to select audiences or the public.

Individuals who create or modify open educational resources on Pressbooks may share the contents of their learning objects with others, including any personal information that may be contained therein (such as author biographies, or other identifiable details). Access has multiple settings, including chapter-level privacy settings, with the ability to allow for different levels of visibility; see more here: https://guide.pressbooks.com/chapter/privacy-settings/. You may also provide additional personal information in your profile, such as links to personal websites or location; we will not ask or require this information in order for you to use our services.

12. Policy Supports

12.1. Canada's anti-spam legislation (2021, March 19). https://fightspam.gc.ca/eic/site/030.nsf/eng/home Cookie Policy. Retrieved August 17, 2021. https://en-ca.wordpress.org/about/privacy/cookies/

12.2. Google Analytics Terms of Service. (2019, June 17). https://marketingplatform.google.com/about/analytics/terms/us/

12.3. Holt, C. (2019, December 2). *Benchmarking CAUL-CBUA Communications*. https://drive.google.com/file/d/1fM7nOEnhrdvu-bsT7g_P-Bc-dLDCdMha/view?usp=sharing

12.4. Our use of cookies and similar technologies. Retrieved August 17, 2021. https://help.twitter.com/en/rules-and-policies/twitter-cookies

12.5. Personal Information Protection and Electronic Documents Act, 66 (2009). https://laws-lois.justice.gc.ca/PDF/P-8.6.pdf

12.6. Privacy Policy Guide. Retrieved August 23, 2021. From Pressbooks.pub, privacy section.

AI Use in CAAL-CBPA Meetings & Events Policy

Approved by Board: February 27, 2025
Last Revised: February 19, 2026

Policy Number: POL7
Responsibility: Executive Director
Revision Schedule: Annually

1. Definitions

Artificial Intelligence (AI): Systems that predict outcomes based on statistical models derived from large datasets.

Generative Artificial Intelligence (GenAI): Produces text, images, and videos in response to prompts. Large language models (LLMs), a type of GenAI, use a diverse range of text, often drawing on digitized texts and text from the internet, to produce text that is near or even indistinguishable from text composed by a human.

2. Purpose

All participants in CAAL-CBPA meetings and events have the right to privacy. In addition, activities and discussions in CAAL-CBPA committee and working group meetings often involve materials and discussions that are subject to the CAAL-CBPA Confidentiality Policy. As such, appropriate safeguards are required to protect the confidentiality of CAAL-CBPA business and to ensure compliance with this Policy and the CAAL-CBPA Confidentiality Policy.

3. Scope

This Policy applies to all Board members, volunteers (including committee members), and employees of CAAL-CBPA. It also applies to all participants in CAAL-CBPA events and meetings, whether in-person, hybrid, or fully virtual.

4. Policy Statement

4.1. AI based assistants and transcription tools are powerful software applications that transcribe conversations into written text, automating tasks like minute taking as well as facilitating translation and summarizing discussions. Given the benefits to efficiency and productivity, their use in meetings is becoming increasingly common. However, CAAL-CBPA committee discussions may include confidential information and materials derived from the meeting that must be handled appropriately. AI application vendors may retain copies of transcripts on their premises and possibly use them to train their applications, which does not support confidentiality.

4.2. To mitigate this risk and protect attendee privacy at CAAL-CBPA events and meetings, as well as the confidentiality of discussions during committee and working group meetings, all event and meeting participants - whether attending in person or virtually - are prohibited from using AI-based software or applications that automatically transcribe and/or summarize spoken dialogue. This restriction extends to pre- and post-meeting discussions related to funding applications.

4.3. Exceptions apply where an accommodation is required. Arrangements must be made in advance of the meeting/event.

4.4. An exception to this prohibition exists for CAAL-CBPA licensed AI transcription/translation tools as information derived using these tools is strictly controlled by CAAL-CBPA staff in accordance with CAAL-CBPA's Confidentiality Policy.

5. Administrative Structure

5.1. The Executive Director and Board of Directors will undertake responsibility for the administration of this Policy.

5.2. Recognizing the rapid pace of technological development in this field, CAAL-CBPA will review and update this Policy as necessary in accordance with CAAL-CBPA's policy review process.

6. Procedures

6.1. Should any attendee join a CAAL-CBPA committee or working group meeting with an AI based assistant or transcription tool without prior approval from CAAL-CBPA, the AI tool will be removed from the meeting immediately.

7. Policy Supports

7.1. CAAL-CBPA Confidentiality Policy

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Media Relations Policy

Approved by Board: June 8, 2021
Last Revised: April 13, 2022

Policy Number: POL8.1
Responsibility: Executive Director
Revision Schedule: Annually

1. Definitions

Designated Media Spokesperson – The person or persons designated by the CAAL-CBPA Board to convey news to media outlets and respond to their inquiries, including the Board Chair, Board Vice Chair, and CAAL-CBPA Executive Director.

2. Policy Statement

2.1. The Council of Atlantic Academic Libraries (CAAL-CBPA) will provide information regarding our products, services and performance to the media and the public at large as appropriate.
2.2. CAAL-CBPA will appoint a Designated Media Spokesperson to convey news to media outlets and respond to their inquiries.
2.3. CAAL-CBPA will provide a consistent source of information when posting news to any media format, and when responding to inquiries.
2.4. CAAL-CBPA employees, Board members (other than those included in the Designated Spokesperson definition), volunteers, and committee members are prohibited from speaking on behalf of the organization, releasing confidential information, releasing news, or communicating as a representative of the organization without prior authorization to act as a designated CAAL-CBPA representative. The CAAL-CBPA Executive Director may, at their discretion, authorize specific representatives other than the Designated Media Spokespersons to convey news to media outlets or respond to their inquiries
2.5. CAAL-CBPA employees shall direct any and all media inquiries to the CAAL-CBPA Executive Director.
2.6. Any CAAL-CBPA employee who discloses confidential information, releases news, or communicates as a representative of the organization without prior authorization will be subject to disciplinary action, up to and including termination. This includes communications made to the media, public at large, friends, family members, etc. through all forms of transmission including, but not limited to, verbal, written, and electronic (email, social media, blogs, etc.)

3. Purpose

Effective media relations are critical to the ongoing success of CAAL-CBPA and the way that CAAL-CBPA is perceived by our customers and the public at large. CAAL-CBPA will work to ensure that information regarding the organization is accurate, informative, and positive. CAAL-CBPA will work

to manage information provided to media outlets, including traditional news media formats and online coverage.

4. Scope

This Policy applies to all Board members, volunteers, committee members, employees, and contractors of CAAL-CBPA. It applies to all aspects of CAAL-CBPA governance and operations. It does not eliminate any other obligations CAAL-CBPA may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

5. Administrative Structure

5.1. The Executive Director and Board of Directors will undertake responsibility for the administration of this Policy.

5.2. This Policy will be reviewed in accordance with CAAL-CBPA's Communications Policy review process.

6. Procedures

6.1. Public Statements

6.1.1. Public statements regarding, or in reference to, CAAL-CBPA must use positive language, and shall not defame, and/or speak negatively of CAAL-CBPA as an organization, CAAL-CBPA Board members, CAAL-CBPA staff, or CAAL-CBPA committees.

6.1.2. CAAL-CBPA strictly prohibits the disclosure of confidential information regarding our processes, products, objectives, client information, financial information, or any other information protected as confidential under the CAAL-CBPA Confidentiality Policy.

6.1.3. CAAL-CBPA strictly prohibits the public communication of unverified information, e.g. rumours or information gathered from a third party.

6.1.4. CAAL-CBPA media releases must use appropriate trademark information.

6.1.5. CAAL-CBPA media releases must be approved by the Executive Director, Board Chair, or Board Vice Chair prior to their release.

6.1.6. Only a CAAL-CBPA Designated Media Spokesperson, or a representative authorized by the CAAL-CBPA Executive Director in a specific instance, shall be allowed to make public statements and/or provide media releases.

6.1.7. Following media interviews, the Designated Media Spokesperson (CAAL-CBPA Executive Director in the case where a representative other than a Designated Media Spokesperson is authorized to speak) shall document the following information in the CAAL-CBPA Media Logbook:

- the media outlet and reporter;
- the interview topic and a brief summary of questions and responses; and

- the date and time when the article, online post or broadcast is expected to be published or aired.

6.2. Crisis Communications

In the event of a crisis, CAAL-CBPA will communicate with the public/media in a timely fashion and provide as much detail as is deemed necessary by the Designated Media Spokesperson, senior management, and legal and confidential restraints.

When a crisis happens, it is important to gather all the facts of the situation and develop a clear message to transmit to the public/media. The message should include:

- A concise, clear and appropriate explanation of the crisis and what caused it.
- An expression of care and concern for the crisis and its impact on stakeholders (employees, customers, the general public, etc.)
- An honest and sincere apology, if warranted.
- An expression that CAAL-CBPA takes responsibility for any mistakes it might have made.
- A commitment to identifying the underlying factors that caused the crisis and how CAAL-CBPA will address/correct them.
- A positive conclusion that establishes confidence that the crisis will be resolved and that CAAL-CBPA will move forward in a positive/successful manner

CAAL-CBPA management and the Designated Media Spokesperson will be responsible for gathering all facts in a crisis situation.

Depending on the severity and type of crisis, the message may be written and delivered to the media or announced verbally by the Designated Media Spokesperson. In most cases, a written message will suffice, but at times CAAL-CBPA may want to make a formal public announcement or media interview.

CAAL-CBPA management and the Designated Media Spokesperson should continue to monitor the media/public's reaction to the crisis and CAAL-CBPA 's response in order to determine if further messages/announcements are necessary. Monitoring public reaction can clarify what information might need to be transmitted in more detail and will help CAAL-CBPA remain pro-active in their management of the crisis.

6.3. CAAL-CBPA shall ensure that all Board members, staff, committee members, and volunteers are aware of this Policy and sign an acknowledgement of this understanding.

6.4. No exception may be made to this Policy without the CAAL-CBPA Board of Directors' written consent.

6.5. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

7. Policy Supports

7.1. CAAL-CBPA Media Logbook

7.2. Council of Atlantic University Libraries. (2022, April 13). CAAL-CBPA Confidentiality Policy. Unpublished internal company document.

7.3. Holt, C. (2019, December 2). *Benchmarking CAUL-CBUA Communications*. https://drive.google.com/file/d/1fM7nOEnhrdvu-bsT7g_P-Bc-dLDCdMha/view?usp=sharing

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Consent Agenda Policy

Approved by Board: February 14, 2024
Last Revised: February 14, 2024

Policy Number: POL8.2
Responsibility: Executive Director
Revision Schedule: Annually

1. Definitions

A consent agenda is an organizational process and tool aimed at improving organizational governance and decision-making. It allows the Board of Directors to better utilize its meeting time for deliberations on substantive issues, emerging opportunities and planning.

2. Policy Statement

In setting the Board meeting agenda, the Executive Committee and Executive Director review issues, committee and program reports, etc. and recommend what items warrant Board deliberation and are to be placed on the issues agenda, and what items may be placed on the consent agenda.

Items for the consent agenda should be:

- self-explanatory or for information only;routine or non-controversial business procedural matters.
- decision items that require formal Board approval but where there is no value added by engaging the Board in discussion about the item.
- supported by documents that enable Board members to make informed decisions.
- Examples of items commonly found on the consent agenda include:
- minutes of previous meetings.
- confirmation of a decision that has been discussed previously.
- committee reports for information, and recommendations for Board approval to the extent that they do not need discussion and are supported by written materials (e.g. committee appointments, committee chair approvals).
- Board confirmation of Executive Committee decisions that are straightforward, routine or expressly delegated.
- informational materials, reports and documents that do not require any action;minor changes in procedure.
- routine revisions of policy.
- confirmation of conventional actions that are required in the by-laws (e.g. signatory authority for a bank account).
- updated organizational documents.

The consent agenda should not be used to frustrate discussion or hide important issues. Examples of items that are inappropriate for the consent agenda include:

- approval of the annual budget and audited financial statements.
- reports that raise questions, need emphasis or discussion, or are essential context for other agenda issues (e.g. Executive Director or management reports, financial reports).
- Board confirmation of Executive Committee decisions that have broader implications, raise significant issues, or require Board further Board discussion and deliberation.

3. Purpose

The use of a consent agenda imposes different expectations on all parties and places more responsibility on Board members and staff to prepare prior to the meeting.

4. Scope

This Policy applies to all Board members, volunteers, and employees and contractors of CAAL-CBPA. It applies to all aspects of CAAL-CBPA governance and operations. It does not eliminate any other obligations CAAL-CBPA may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

5. Administrative Structure

5.1. The Executive Director and Board of Directors will undertake responsibility for the administration of this Policy.

5.2. Pursuant to its Terms of Reference, the Executive Committee works with the Executive Director to set the Board's meeting agendas including the consent agenda, applying the guidelines and criteria herein.

6. Procedures

6.1. The following steps outline the protocol for successful use of the consent agenda:

6.1.1. Distribute materials in advance. All items on the consent agenda must be supported by documents that enable Board members to make informed decisions. CAAL-CBPA management is responsible for sending the agenda and supporting documents to the Board sufficiently in advance of the meeting to permit review.

6.1.2. Read materials and seek clarification in advance. Board members are responsible for reading materials ahead of the Board meeting and satisfying themselves that they understand and support any recommendations within items on the consent agenda. Board members are encouraged to direct questions to management prior to the meeting if they require further information or clarification in order to make an informed decision on items within the consent agenda. Management can then share clarifications as needed with all Board members prior to the meeting.

6.1.3. Adopt the consent agenda at the meeting. Adoption of the consent agenda and issues agenda is normally the first item of business at the Board meeting. At that time, Board members may ask to have any item(s) removed from the consent agenda and addressed separately on the issues agenda. This action should take place if a Board member wishes to discuss an item or believes further deliberation by the Board is warranted, or if a Board member disagrees with the recommendation(s) contained in any item(s) on the consent agenda.

6.1.4. Approve the consent agenda. Once the consent agenda and issues agenda have been adopted as presented or as amended above, the Board chair calls for a motion to approve the consent agenda in its entirety, and the Board votes on the consent agenda items as a whole. The vote will of necessity be unanimous, since any disagreement with item(s) will have been expressed earlier and the item(s) removed from the consent agenda. If a Board member needs to abstain from voting on a particular item in the consent agenda, he or she can make this explicit before the vote.

6.2. How is approval of the consent agenda recorded in the minutes?

6.2.1. The minutes of the meeting will state which, if any, items were removed from the consent agenda and addressed separately in the issues agenda and will record that the consent agenda (as distributed or amended) was approved unanimously. In order to track Board decisions and ensure completeness and transparency of the corporate record, specific resolutions or decisions approved within the consent agenda items will be itemized in the minutes.

7. Policy Supports

7.1. Holt, C. (2019, December 2). *Benchmarking CAUL-CBUA Communications*. https://drive.google.com/file/d/1fM7nOEnhrdvu-bsT7g_P-Bc-dLDCdMha/view?usp=sharing

Financial Management Policy Framework

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Net Assets Policy

Approved by Board: June 13, 2025
Last Revised: October 21, 2025

Policy Number: FPOL2
Responsibility: Treasurer and Executive Director
Revision Schedule: Triennially

1. Definitions

Accumulated Surplus: Represents the aggregate of prior year annual surpluses achieved, net of any annual deficits. Such funds offer flexibility in terms of use and accessibility as designated by the Board.

Dissolution: Formally ending an organization's existence as a legal entity.

Flow-Through: Cost recovery of monies owed by members to vendors for e-resource subscriptions and purchases.

Net Assets: Represent the value of an organization's assets minus their liabilities. Essentially, it's what an entity owns (assets) minus what it owes (liabilities). CAAL-CBPA's **Unrestricted Net Assets** are the portion remaining after removing internally-funded capital asset investments and Board-approved transfers to internally **Restricted Net Assets**. **Restricted Net Asset**s in the CAAL-CBPA context are the funds required to meet the outstanding operational (but not licensing flow-through costs) obligations of CAAL-CBPA in the event of Dissolution.

2. Purpose

2.1. The purpose of this policy is to outline CAAL-CBPA's treatment of members' accumulated investment and equity (Net Assets) in the organization. It is within the purview of the Board of Directors to determine an appropriate balance of Net Assets for CAAL-CBPA, including restricting a portion of net assets to reflect CAAL-CBPA's planning for contingencies, including a potential Dissolution scenario.

2.2. The Net Assets Policy shall ensure CAAL-CBPA has funds available for future expenditures and the flexibility to fund ad hoc projects, while at the same time maintaining an appropriate balance for both the Unrestricted and Restricted Net Asset funds. Moreover, it is useful for members and other stakeholders to see reflected in its financial statements the organization's understanding of its potential obligations.

3. Scope

This Policy applies to the CAAL-CBPA Board members and management staff. Unrestricted and Restricted Net Assets will each be reported and segregated on CAAL-CBPA's financial statements.

4. Policy Statement

4.1. CAAL-CBPA shall sustainably manage its assets to meet its mission.

4.2. CAAL-CBPA's balance of Net Assets results from the accumulated multi-year excess of revenues over expenses derived from operations.

4.3. An Accumulated Surplus of operating funds in a not-for-profit sector organization is not a desirable goal. The general expectation is that CAAL-CBPA will use its funds to provide services to members aligned with its mission and mandate.

4.4. It is prudent for management to set aside a minimum level of accumulated surpluses to be retained on an ongoing basis to offset any unforeseen excesses of expenditures over revenues, and to enable CAAL-CBPA to respond to changing priorities and unexpected needs. This serves to manage risk for CAAL-CBPA and helps to effectively manage cash flow levels.

4.5. Unrestricted Net Assets

4.5.1. Unrestricted Net Assets are not intended to replace a permanent loss of funds or eliminate an ongoing budget gap.

4.5.2. Unrestricted Net Assets entrusted to the organization are to be held and used for programs and activities in alignment with CAAL-CBPA's strategic objectives, or returned to CAAL-CBPA members.

4.5.3. The minimum level of Unrestricted Net Assets shall be three (3) months of operating expenditures based on the previous fiscal year's annual operating budget, and a maximum level not to exceed the annual contributions made by CAAL-CBPA members.

4.5.4. Unrestricted Net Assets can be used for one-time expenditures, such as the following:

4.5.4.1. To address one-time budget allocations as part of the annual budget process

4.5.4.2. To address an annual operating budget deficit;

4.5.4.3. To address other one-time expenditures that are deemed necessary; and/or

4.5.4.4. To establish internally restricted funds for future requirements.

4.5.5. CAAL-CBPA Board approval is required for any expenditure of Unrestricted Net Assets beyond a level of $10,000.

4.6. Restricted Net Assets

4.6.1. CAAL-CBPA will maintain a minimum balance of Restricted Net Assets as calculated by staff during the budget process considered sufficient to meet the outstanding operational (but not licensing flow-through costs) obligations of CAAL-CBPA in the event of Dissolution.

4.7. Conflict of Interest

4.7.1. The CAAL-CBPA Conflict of Interest Policy applies to this Net Assets Policy.

5. Administrative Structure

The Treasurer and Executive Director will undertake responsibility for the administration of this Policy.

6. Procedures

6.1. Unrestricted Net Assets

6.1.1. The calculation of average monthly operating expenses includes all recurring, predictable expenses such as salaries and benefits, occupancy, office, travel, program, and ongoing professional services. Depreciation, in-kind, and other non-cash expenses are not included in the calculation. The amount of the Unrestricted Net Assets minimum will be calculated each year as part of the annual budgeting process. This amount will be reported to the Board in the regular financial reports.

6.1.2. In the event that the Unrestricted Net Assets balance exceeds the maximum level, the Board shall review options and develop a plan to reduce the balance back to the appropriate level.

6.2. Restricted Net Assets

6.2.1. A motion to formally restrict CAAL-CBPA's Net Assets will be made by the Board annually, in concert with a motion to adopt CAAL-CBPA's annual budget. CAAL-CBPA will adjust the balance of Restricted Net Assets in each years' audited financial statements based on the approved operating budget for the following year.

6.2.2. The overall level of Restricted Net Assets will be reviewed annually against anticipated Dissolution costs by management for sufficiency and communicated as part of the budget process to the Board. The analysis will consider current factors such as:

- Staff severance commitments per employment contract terms;
- Canada Not-for-Profit Act requirements re: accounting records and director records for six years;
- Services Dissolution, particularly e-resource licensing (non-flow-through costs);
- Contracts with external organizations;
- Operating Costs (in a Dissolution scenario); and
- Other current financial obligations.

7. Exceptions

7.1. No exception may be made to this Policy without the CAAL-CBPA Board of Directors' written consent.

8. Revisions to the Policy

8.1. This policy is subject to triennial review. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

9. Policy Supports

9.1. CAAL-CBPA Conflict of Interest Policy

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Credit Cards Policy

Approved by Board: June 13, 2025
Last Revised: October 21, 2025

Policy Number: FPOL5
Responsibility: Treasurer and Executive Director
Revision Schedule: Triennially, or as needed due to changes in the ISI Commercial Card Policy and Procedures

1. Definitions

Commercial Business Card Program: Refers to the bank's business credit card program.

Commercial Card Administrator: Refers to the ISI Office Manager.

Company: Refers to the cardholder's respective employer, CAAL-CBPA.

2. Policy Statement

2.1. No CAAL-CBPA employee will be permitted to obtain a credit card issued in the name of CAAL-CBPA unless the credit card application has been approved, in advance, by the Executive Director or by another officer of the corporation.
2.2. CAAL-CBPA will not accept charges on behalf of CAAL-CBPA unless this approval has been obtained.
2.3. All credit cards must show both the name of CAAL-CBPA and the name of the individual to whom the card is issued. The card is not transferable to any other employee. Be sure to exercise reasonable care of your card and card number.
2.4. Credit cards are provided to facilitate the payment of budgeted expenses incurred for CAAL-CBPA purposes only.
2.5. Personal charges made in error against CAAL-CBPA accounts must be settled by the person concerned either by payment direct to the Company or by personal cheque made payable to CAAL-CBPA. Any personal charges made in error using CAAL-CBPA funds must be immediately reported to the CAAL-CBPA Treasurer and ISI Manager.
2.6. Business charges made in error must be reported to the ISI Manager and CAAL-CBPA Treasurer. Correction of these errors will be addressed with the vendor as soon as they are noted. The ISI Manager should normally be consulted to determine the best correction method.
2.7. The business charges are a liability of the Company and not that of the individual cardholder. Therefore, the Commercial Business Card Program will not impact your personal credit rating in any way.
2.8. The card must be acceptable by the vendor. Not all vendors will accept Visa card for payments.
2.9. All cardholders are responsible for using sound judgment when incurring expenses and conducting business on behalf of the Company.
2.10. All purchases must be in accordance with current Company travel and expense policies.

2.11. Before accepting charges, the cardholder should inquire as to whether CAAL-CBPA is entitled to a discount for the service(s) or supplies provided.
2.12. CAAL-CBPA will be directly billed by the card issuing agency for all expenses paid for with the CAAL-CBPA corporate credit card. Reconciliation and payment of expenses must be completed in a timely manner so that no interest charges are incurred. Purchases made by the cardholder with their card are their responsibility. The cardholder must produce receipts and/or proof of the transactions.
2.13. Cardholders may use their Commercial Business Card to purchase goods outside of Canada.
2.14. A cardholder must return their Commercial Business Card to the Card Administrator to be canceled and destroyed upon termination of employment (i.e., retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.

3. Purpose

The purpose of this policy is to govern employee use of CAAL-CBPA corporate credit cards for approved business expenditures.

4. Scope

This Policy applies to all Board members, volunteers, employees, and contractors of CAAL-CBPA. It applies to all aspects of CAAL-CBPA governance and operations. It does not eliminate any other obligations CAAL-CBPA may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

5. Administrative Structure

5.1. The Treasurer and Executive Director will undertake responsibility for the administration of this Policy.
5.2. This Policy is subject to a biennial review. All amendments or revisions must have the written consent of the CAAL-CBPA Board of Directors.

6. Procedures

6.1. Application Procedure and Credit Limits

6.1.1. Application for a credit card will be prepared in writing and forwarded to the office of the Executive Director of CAAL-CBPA, showing the following information:
6.1.1.1. Reason why a credit card is required;
6.1.1.2. Name of individual to be authorized to sign; and
6.1.1.3. Estimated period required.
6.1.2. Upon approval of the application by the Executive Director or the Board of Directors, the office of the Executive Director will then arrange procurement of the credit card for issue to the applicant.

6.1.3. All credit cards issued by CAAL-CBPA will generally have a standard credit limit of $5,000 per month. The total credit limit for all issued credit cards will not exceed $50,000. The card limits include applicable taxes.

6.1.4. If there is a business need, the card limit can be increased subject to management approval, with a maximum monthly credit limit of $10,000 as needed. To change card limits, the cardholder will send the Card Administrator a written request that has been approved by their manager.

6.2. Register of Credit Cards

6.2.1. CAAL-CBPA will be responsible for maintaining an up-to-date register of all credit cards approved for use by the employees of CAAL-CBPA. Renewal, cancellation, or loss of a credit card must be reported and recorded promptly.

6.3. Cancelation of Cards

6.3.1. To cancel a credit card, the employee will return their Commercial Business Card to the Card Administrator to be canceled and destroyed.

6.3.2. When a cardholder terminates employment at CAAL-CBPA, their Commercial Business Card will be returned to the Card Administrator to be canceled and destroyed.

6.4. Reporting Lost Cards

6.4.1. The person to whom a credit card is issued is responsible for its safekeeping.

6.4.2. A lost or stolen credit card must be reported immediately to the Bank's Purchase/Travel Card Customer Service (1-888-823-9657). Your card will then be blocked from use, and a new card will be issued within 48 hours.

6.4.3. The cardholder must also report the loss to the Card Administrator.

6.4.4. If the card is stolen, the police must be notified, and a police report should be issued to the Card Administrator.

6.4.5. Lost or stolen cards can be reported to the Bank 24 hours a day. ISI is liable for all debts arising from the loss or theft to a maximum of $50 up to the time you have contacted the Bank. CAAL-CBPA is not liable for any debt arising from the loss or theft after the Bank is notified.

6.5. Miscellaneous Purchases

6.5.1. Credit cards must not be used to circumvent the normal procurement procedure established and maintained through the office of the Executive Director of CAAL-CBPA for merchandise.

6.6. Expense Approvals

6.6.1. All credit card statements must be reviewed, signed, and submitted by the cardholder with complete receipts and documentation attached for processing.

6.6.2. The Treasurer approves all employee credit card statements to ensure that all expenses have been properly authorized and are in accordance with CAAL-CBPA's approved budget.

6.6.3. Statements pertaining to credit cards authorized to the Executive Director can only be authorized by another CAAL-CBPA signing officer, usually the Treasurer.

6.6.4. Expense reports and approval will be processed online. The Commercial Card Administrator will be notified electronically when your expense report has been approved or denied.

6.7. Merchandise Returns

6.7.1. The return of any goods should be handled directly with the vendor. The vendor will issue a credit on the current or subsequent statement. The initial debit to the cost center should be reversed accordingly.

Note: ISI pays the total of all card transactions on a monthly basis. You will see a credit for any returned or disputed charges in future statements.

6.7.2. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or cheque is prohibited unless the vendor insists that a refund must be by cash or cheque, in which case the funds must be deposited immediately with CAAL-CBPA.

6.8. Personal Purchases

6.8.1. Credit cards are supplied for genuine business expenditures only and are not to be used for personal purchases. Employees breaching this Policy may expect withdrawal of the card, disciplinary action, including possible dismissal, and, for serious and willful misuse, police action. In all cases of misuse, CAAL-CBPA reserves the right to recover any monies from the cardholder by appropriate legal means. Examples of unauthorized expenditures are transportation, accommodations, or meals related to personal travel; personal use items, such as electronics and home décor.

6.8.2. Unauthorized and/or inappropriate card use includes, but is not limited to:

6.8.2.1. Items for personal use;

6.8.2.2. Items that would be given away for promotional purposes;

6.8.2.3. Payments to individuals, employees, or students for any reason (including consulting services and honorarium payments);

6.8.2.4. Moving expenses;

6.8.2.5. Gifts, donations, or contributions to individuals or organizations; and

6.8.2.6. Cash advances.

6.8.3. Abuse includes, but is not limited to:

6.8.3.1. Using the card for personal charges;

6.8.3.2. Exceeding budget limits; and

6.8.3.3. Loss of receipts/not submitting receipts within one week following completion of a trip or a purchase.

6.8.4. Process when abuse is suspected may include, but is not limited to:
  6.8.4.1. Temporary or permanent revocation of the purchasing card;
  6.8.4.2. Asking the cardholder about the items; and
  6.8.4.3. Review with vendor (if appropriate).

6.9. Statements and Payments

6.9.1. All charges to the Commercial Business Card are paid in full by ISI through a monthly consolidated statement. The statement summarizes all cardholder transactions for the previous billing cycle. The total payment is handled directly with the Bank by the Card Administrator.

6.9.2. The billing cycle cut-off date is the last day of each month. Cardholders will receive a statement shortly after that summarizing their transactions in the previous billing cycle. Cardholders should review and reconcile their expenditures within 7 working days of receipt of the statement. All card expenditures must be received and approved by the Treasurer. The completed and approved statement must then be sent to the Card Administrator for processing.

6.9.3. Do not pay your Visa card directly for any business expenditures incurred. If you have any further questions about the billing or payment process, contact your Card Administrator.

6.10. Dispute Resolution

6.10.1. In the event of a dispute, contact the vendor directly and try to resolve the difference.

6.10.2. Should the vendor agree to credit your account:

- Make a note of the disputed item; and
- Ensure the credit appears on the subsequent statement.

6.10.3. Should the vendor not agree to credit your account:

- Notify the Bank's Purchase/Travel Card Customer Service at 1-888-823-9657 immediately;
- Notify the Card Administrator immediately; and
- Provide copies of statements as necessary.

6.10.3.1. Disputed items, which are not vendor errors, are removed from the statement until the dispute is resolved. Process your statement, excluding the disputed item(s).

6.10.3.2. If the disputed item is not a Bank or vendor error, it will be added to the subsequent statement for processing.

6.11. CAAL-CBPA shall ensure that all Board members, staff, and volunteers are aware of this Policy, and all cardholders shall sign an acknowledgement of having read this policy.

7. Exceptions

7.1. No exception may be made to this Policy without the CAAL-CBPA Board of Directors' written consent.

8. Revisions to the Policy

8.1. This policy is subject to triennial review, or as needed due to changes in the ISI Commercial Card Policy and Procedures. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

9. Policy Supports

9.1. ISI Commercial Card Policy and Procedures

10. Key Contacts

10.1. Interuniversity Services Inc.

10.1.1. Commercial Card Administrator, 902-453-2341

10.1.2. Alternate Administrator, 902-453-2414

10.2. Scotiabank Commercial Card

10.2.1. Service Centre

- 1-888-823-9657 (Canada/USA)
- 1-416-750-6138 (Collect-Outside Canada & USA)

10.3. The Scotiabank Commercial Card Customer Service Hotline is available 24 hours a day, seven days a week. You can inquire about the following:

- Answering questions about account balancers
- Reporting lost or stolen cards
- Emergency card replacement
- The dispute process
- Problem resolution on any purchase
- Card requests and changes (Card Administrator ONLY)

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Travel & Expenses Policy

Approved by Board: June 13, 2025
Last Revised: October 21, 2026

Policy Number: FPOL6
Responsibility: Executive Director and Treasurer
Revision Schedule: Triennially or as needed due to changes in the ISI Travel and Expenses Policy

1. Definitions

P-Card: CAAL-CBPA credit card.

2. Policy Statement

2.1. It is the policy of CAAL-CBPA to pay legitimate traveling expenses of people traveling on CAAL-CBPA business. Travel approval will be subject, in each case, to the availability of funds budgeted for this purpose. All travel allowances as stipulated in this policy are in terms of Canadian currency unless otherwise stated (see section 6.8).

2.2. It is intended that CAAL-CBPA employees and members of Boards and Committees shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither sumptuous nor substandard.

2.3. Rates and conditions of payment and reimbursement should be sufficient to avoid having a claimant experience economic loss as a result of incurring reasonable expenses while travelling on official business. Travelling expenses are allowable for the claimant only. Any incremental expenses applicable to accompanying people will not be reimbursed.

3. Purpose

The purpose of this Policy is to ensure fair treatment of individuals required to travel on CAAL-CBPA business and thereby protect the interests of CAAL-CBPA and members of its Board of Directors, Committees, and staff, including staff of CAAL-CBPA members or other organizations under agreement with CAAL-CBPA.

The provisions contained in this Policy are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while travelling on CAAL-CBPA business and to ensure members and employees are not out-of-pocket. These provisions do not constitute income or other compensation that would open the way for personal gain.

4. Scope

This policy governs travel expenses and other expenditures (e.g., office equipment, professional development) of CAAL-CBPA employees and Board members. CAAL-CBPA does not normally cover the expenses of member library employees volunteering on CAAL-CBPA Committees.

5. Administrative Structure

5.1. The CAAL-CBPA Executive Director and Treasurer will undertake responsibility for the administration of this Policy.

5.2. This Policy is subject to a triennal review by the Executive Committee in alignment with CAAL-CBPA's fiscal year-end, and in consideration of current Treasury Board policies. All amendments or revisions must have the written consent of the CAAL-CBPA Board of Directors.

5.3. The budget of CAAL-CBPA will provide funds for travel expenses.

6. Procedures

6.1. Purpose of Travel

6.1.1. CAAL-CBPA requires that a trip must be necessary for the proper execution of the official CAAL-CBPA business and be pre-approved by the CAAL-CBPA Executive Committee.

6.2. Expense Requests

6.2.1. All employees will be reimbursed for expenses incurred while travelling on authorized company business, subject to the various guidelines relating to business travel as outlined below.

6.2.2. Amounts for yearly travel and related business expenses will be estimated and shown in the current operating budget for approval by the Board of Directors.

6.2.3. Any clarification should be requested from the employee's immediate supervisor.

6.2.4. The CAAL-CBPA Treasurer shall ensure that claims are fair and reasonable.

6.2.5. The CAAL-CBPA Executive Committee must pre-approve any non-licence related expenditure in excess of $5,000.

6.3. Transport

6.3.1. Travel should be made by the most economical and practical route possible using the following modes:

6.3.1.1. By air - economy fare.

6.3.1.2. By rail - first class fare plus chair, berth, or roomette.

6.3.1.3. By rental car or inter-city bus, if economical and practical.

6.3.1.4. By privately owned automobile, at established rates.

6.3.1.5. Taxi or ride share (e.g., Uber, Lyft, etc.)

6.3.2. Business or First Class, or other amounts in excess of economy airfare, are considered to be personal expenses of the claimant and are not reimbursable. Exceptions may be allowed only if they involve international travel with a longer continuous time-in-the-air of 5 or more hours, and the traveler is expected to begin work at the destination soon after arrival, with no time for adequate preparation or rest. Approval in advance by the CAAL-CBPA Executive Committee is required for these exceptional cases.

6.3.3. In the interests of efficiency and convenience, claimants may purchase airline and other transportation tickets through a travel agency, provided that any additional cost to CAAL-CBPA is minimal. Travelers who use e-tickets normally receive a fax or email that contains a "Passenger Itinerary/Receipt" as confirmation of their reservations. This document must be submitted for reimbursement.

6.4. Vehicles

6.4.1. Rental

6.4.1.1. The standard for rental vehicles is mid-size or smaller, depending on vehicle availability. Rental vehicles beyond the standard shall be authorized based upon factors such as, but not limited to: Safety, the needs of the claimant, and the bulk or weight of goods transported. Additional theft and collision damage insurance, generally available from the rental company, is reimbursable if such insurance is not covered by CAAL-CBPA's corporate credit card.

6.4.1.2. CAAL-CBPA staff are encouraged to rent a vehicle in the event that travel will exceed an average of 250 km/day.

6.4.1.3. Employees are encouraged to make use of membership and discounted offers.

6.4.1.4. Employees shall ensure that appropriate insurance coverage is in place when renting a vehicle for business purposes. Coverage may be available at no additional charge through the employee's personal vehicle insurance policy or as a credit card benefit. If necessary, CAAL-CBPA will reimburse employees for the purchase of appropriate insurance from the vehicle rental company at the time of the rental.

6.4.1.5. Purchase of gas will be reimbursed, with receipts.

6.4.1.6. Acceptable additional expenses include snow tires and a GPS.

6.4.2. Air, Rail, and Bus Travel

6.4.2.1. Receipts are required for all fares.

6.4.2.2. Reasonable unreceipted public transit expenses will be reimbursed.

6.4.2.3. Reimbursement of a fare may be made in advance of the travel to take advantage of any fare discount offer.

6.4.2.4. Should any discount fare offer be ignored, or the travel time not taken, it will be considered a personal choice of the employee, with the possible result of a chargeback levied to the employee, should no satisfactory reason be provided.

6.4.2.5. Air travel shall be reimbursed at an amount not exceeding the most economical fare by the most direct route. In those circumstances, where air travel has occurred at rates less than economy, reimbursements will be the actual out-of-pocket fare expense.

6.4.2.6. Additional fare costs incurred for stopovers, which are not related to company business, may not be reimbursed.

6.4.2.7. Employees are expected to select the most cost-efficient mode of transportation.

6.4.3. Taxi, Ride Share, and Parking Fees

6.4.3.1. Taxi and ride share fees will be reimbursed with receipts.

6.4.3.2. Parking fees will be reimbursed with receipts. Reasonable unreceipted parking fees will be reimbursed if parking receipts are not available.

6.4.4. Privately Owned

6.4.4.1. Use of a personal vehicle is not required. Total cost should be considered when deciding between using a personal vehicle, rental vehicle, or taxi.

6.4.4.2. Mileage allowance is $0.50 per kilometer. The employee will be reimbursed for the number of kilometers traveled less their regular commute if required. The regular commute adjustment will not apply to travel on non-regular workdays.

6.4.4.3. When a personal vehicle is used for the purpose of traveling, reimbursement to the employee is limited to the cost of actual kilometers traveled, or the equivalent of one return, lowest, economy airfare plus airport transportation service, whichever is the lesser. In no case will monies paid for out-of-town travel exceed economy airfare and ground transportation service.

6.4.4.4. Employees are responsible for maintaining adequate insurance when using a personal vehicle for business travel.

6.4.4.5. Employees will be responsible for any traffic violations, vehicle damage, or vehicle expenses incurred while using a personal vehicle for business travel.

6.4.4.6. A Google Maps image showing the route travelled and calculating the number of kilometres should be submitted with the claim.

6.4.4.7. Mileage allowances may be reviewed and adjusted on an annual basis.

6.5. Accommodation

6.5.1. A claimant shall be reimbursed for actual expenses for commercial accommodation at single occupancy rates. Such accommodation should be conveniently located and comfortably equipped. The use of luxury accommodation at CAAL-CBPA expense is not permitted.

6.5.2. Advantage should be taken of reduced corporate rates available to CAAL-CBPA claimants at any hotels. Travel agents should also be consulted for information on hotels offering periodic reduced rates.

6.5.3. When traveling to conferences, it is recognized that staff members normally stay in the conference-designated hotels at conference-negotiated preferred rates, and that reservations may be made directly by the staff member with the selected hotel/conference organizers.

6.5.4. Accommodation expenses are to be listed separately and in detail by day. The original receipts for accommodation (i.e., detailed hotel bill) must be submitted to the signing authority. Credit card slips cannot be used alone for reimbursement, as they do not provide a detailed listing of charges. Accommodation receipts must indicate that payment has been made and/or that no outstanding balance remains.

6.5.5. Original receipts are required.

6.5.6. Employees are encouraged to take advantage of discounted rates and promotions.

6.5.7. In-room movies or other non-business-related expenses are not eligible for reimbursement.
6.5.8. Internet access, if required for business purposes, is eligible for reimbursement.
6.5.9. In the event that an employee stays with relatives and/or friends, an unreceipted personal accommodation allowance of $30/day may be claimed.

6.6. Meals and Incidental Expenses

6.6.1. Meal allowance - $55.00 per 24-hour period will be allowed.
6.6.2. In less than a 24-hour period, the following allowance may be claimed: Breakfast - $11; Lunch - $16.50; and Dinner - $27.50.
6.6.3. When traveling in the United States, the above allowances will prevail in U.S. dollars.
6.6.4. Employees are not to claim for meals where meals are provided as a component of the business travel or conference attended.
6.6.5. Guest meals and other hosting require an explanation of the nature of the business, guest name(s), title(s), and affiliation(s). Entertainment expenses that are anticipated to exceed $250 or four individuals are to be approved in advance by the CAAL-CBPA Executive Director.
6.6.6. In the event of multiple CAAL-CBPA employees in attendance, the event expenses are to be claimed by the most senior employee in attendance.
6.6.7. Reasonable gratuities (except those associated with the meals claimed through the daily meal allowance) will be eligible for reimbursement.
6.6.8. Alcoholic beverages are not eligible for reimbursement.
6.6.9. Meal and incidental expenses allowances may be reviewed and adjusted on an annual basis.

6.7. Ineligible Expenses

6.7.1. The following expenses will not be reimbursed unless approved in advance by the Executive Director or Board Chair as appropriate:
- Airline seat upgrades
- Hotel room upgrades
- Airline internet connections
- Upgraded hotel internet connections
- Excess luggage fees (in addition to one checked piece of luggage)
- Unless required for business purposes, cell phone roaming fees are not an eligible expense. Employees are to take the necessary action before travel to minimize any out-of-country expenses.

6.7.2. Non-authorized expenses will not be reimbursed. In the case of a P-Card being charged for ineligible expenses, the employee will be responsible for reimbursing the organization for the expenses. Under extreme circumstances, such as a stolen card, this stipulation may be waived.
6.7.3. The following expenses will not be reimbursed:
- Alcohol;

- Business class travel;
- Childcare/pet care; and
- Gratuities in excess of 20%.

6.8. Foreign Travel

6.8.1. Expenditures in foreign funds are to be reported in the local currency and converted to Canadian dollars.

6.8.2. In the case of travel in the United States, the allowances shown in Section 6.6.2. will be understood to be in U.S. dollars.

6.8.3. For travel outside Canada and the United States, the actual cost of meals and incidentals may be claimed. Such claims shall be substantiated, where possible, by receipts and shall not be unreasonable.

6.9. Receipts

6.9.1. Receipts are required for all transportation expenses; commercial accommodation charges; taxi charges; registration fees; excess luggage; charges relating to traveller's cheques and conversion of foreign currency; and for any other items for which receipts can be obtained. For travel by air or rail, the claimant's copy of the fare ticket or the "Passenger Itinerary/Receipt" is required as a receipt. Wherever possible, a complete accounting of any GST, HST, and/or QST paid is required.

6.10. Forms Used

6.10.1. The "Travel Expense Claim" form, or CentreSuite for those with credit cards, to be used by all CAAL-CBPA claimants to report travel expenses, is available on request from the CAAL-CBPA office.

6.11. Submission of Claims

6.11.1. All expenses must be submitted to the Interuniversity Services Inc. (ISI) Office.

6.11.2. P-Card holders shall submit all expenses, including out-of-pocket expenses, using the Scotiabank Centre Suite. Expenses must be submitted to the CAAL-CBPA Treasurer for approval at the end of each month through the Centre Suite. Expenses must be accompanied by the appropriate receipts. Copies/scans of receipts are acceptable as long as the original is retained.

6.11.3. Individuals without a P-card must use the ISI Expenses Claim Form to submit authorized expenses for reimbursement.

6.11.4. Claims should give details per item and not aggregated on a per trip basis.

6.12. Reimbursement

6.12.1. Reimbursement of expenses will be in the form of mailed cheques from ISI.

6.13. Committee Member Expenses

6.13.1. All committee member expenses must be pre-approved by the CAAL-CBPA Executive Committee.

6.13.2. For those traveling on CAAL-CBPA expenses from member institutions (or other organizations), the above policy will apply.

7. Revisions to the Policy

7.1. This policy is subject to triennial review, or as needed due to changes in the ISI Travel and Expenses Policy. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

8. Policy Supports

8.1. ISI Travel and Expense Policy

8.2. ISI Expenses Claim Form

8.3. CAAL-CBPA Credit Card Policy

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Sponsorship Policy

Approved by Board: June 18, 2024
Last Revised: June 18, 2024

Policy Number: FPOL7
Responsibility: Executive Director
Revision Schedule: Triennially

1. Definitions

Sponsorship is defined as a mutually beneficial exchange, arranged in advance, whereby the sponsor receives value in return for cash, or goods or services in-kind. Sponsorships are usually considered business expenses and are not subject to HST.

This policy is designed to be mindful of the Association's status as a not-for-profit organization under the Canada Not-For-Profit Corporations Act. Other provincial and federal legislation may also apply.

2. Policy Statement

2.1. **Policy Principles – Receiving Sponsorships**

2.1.1. CAAL-CBPA's negotiating relationship with its content providers makes it inadvisable to solicit or accept sponsorship or other contributions from these suppliers for CAAL-CBPA activities including conferences, meetings, receptions, and projects, due to the potential perception of conflict of interest during content negotiations. However, in consultation with the Executive Committee, CAAL-CBPA may develop sponsorship programs for CAAL-CBPA activities and initiatives with its non-publishing or content providing suppliers (i.e., banks, consultants) or with other organizations whose goals are congruent with those of CAAL-CBPA.

2.2. **Policy Principles – Providing Sponsorships**

2.2.1. CAAL-CBPA operating funds (which are derived from CAAL-CBPA member institutions' fees) are to be used to fund sponsorships.

2.2.2. Such contributions shall:

2.2.2.1. Advance CAAL-CBPA strategic directions, and

2.2.2.2. Benefit CAAL-CBPA members.

2.2.3. Requests shall be approved by the Executive Committee upon the recommendation of the Executive Director, subject to the availability of budget funds.

3. Exception

3.1. No exception may be made to this policy without the written consent of CAAL-CBPA's Board of Directors.

4. Purpose

The purpose of this policy is to set guidelines for the solicitation and receipt of outside financial and nonfinancial sponsorship for CAAL-CBPA conferences, events, and meetings, and to govern CAAL-CBPA's provision of like contributions to the conferences, events, and meetings of other organizations.

This policy is designed to establish processes and provide guidance to CAAL-CBPA governance bodies, committees, and working groups that engage in:

- Sponsorship by CAAL-CBPA of events or activities, or
- Solicitation of sponsorships from external organizations in support of CAAL-CBPA events or activities.

This policy shall guide sponsorship throughout CAAL-CBPA, regardless of the financial value of the sponsorship.

Sponsorship will benefit CAAL-CBPA members when conducted in a manner consistent with CAAL-CBPA's mission, values, and key priorities. As a not-for-profit organization, the protection of the reputation, assets, and image of CAAL-CBPA is imperative.

5. Scope

This Policy applies to all Board members, volunteers, employees, and contractors of CAAL-CBPA. It applies to all aspects of CAAL-CBPA governance and operations. It does not eliminate any other obligations CAAL-CBPA may have under applicable privacy or human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

6. Administrative Structure

6.1. The Executive Director will undertake responsibility for the administration of this Policy. Policy questions and requests for approval or policy deviations should be directed to the Executive Director.

6.2. The CAAL-CBPA Executive Director will report all donations or offers of sponsorship to the Executive Committee.

6.3. The Executive Committee is responsible for deciding whether donations or sponsorships will be solicited and/or provided based on an assessment of the Consortia's mission, goals, policies, and best interests.

6.4. As the primary stakeholders of the consortium, members may identify possible opportunities for sponsorships to the CAAL-CBPA Executive Director. Members are encouraged to express their opinions at any time to the CAAL-CBPA Executive Director regarding sponsorships which they feel do not meet the objectives of this policy.

6.5. This Policy is subject to a triennial review. All amendments or revisions must have the written consent of the CAAL-CBPA Board of Directors.

7. Procedures

7.1. CAAL-CBPA Provider of Sponsorships

7.1.1. Evaluation Criteria

7.1.1.1. CAAL-CBPA traditionally acts as a sponsor for our regional library organization, the Atlantic Provinces Library Association (APLA), and when possible, and if merited, also provides support for the national meetings of organizations (such as Access and ABC Copyright) when they meet in Atlantic Canada. Sponsorships should align with CAAL-CBPA's strategic priorities.

7.1.1.2. If there are English and French versions of an event, and sponsorship is to be provided, then equal sponsorship amounts should go to each event.

7.1.1.3. In exceptional circumstances, sponsorship opportunities that fall outside of the preceding evaluation criteria may be considered and approved. Such opportunities require Executive Committee approval.

7.1.1.4. Where possible, benefits of sponsorship should include attendance for one CAAL-CBPA member or staff member.

7.1.2. Approval Chain

7.1.2.1. The Executive Committee will receive reports from the CAAL-CBPA Executive Director regarding all sponsorship requests, and it will review such requests in light of the Council's mission, goals, policies, and best interests. The Executive is the final approving body for all sponsorship requests, irrespective of the amount of the request. Board members will be notified by the Executive Director after a decision is made.

7.1.2.2. Sponsorship decisions are subject to the CAAL-CBPA Conflict of Interest Policy.

7.1.2.3. Sponsorships shall not normally exceed $3,000, or equivalent value, if in-kind.

7.1.2.4. All decisions related to sponsorships must be made in consultation with the Treasurer and will be reported to the Board through the Treasurer's Report at Board meetings.

7.1.3. Terms of Sponsorship Relationship

7.1.3.1. The CAAL-CBPA Executive Director is responsible for drafting and signing the formal written agreement or confirmation with the sponsor or designate setting out the terms of the sponsorship, including any recognition to be provided to the sponsor.

7.2. CAAL-CBPA as Solicitor of Sponsorships

CAAL-CBPA does not normally solicit sponsorships. If a member would like to pursue sponsorship with a person or organization for CAAL-CBPA initiatives, the member must first consult with the CAAL-CBPA Executive Director, who will bring the request to the Executive Committee for consideration and approval.

7.2.1. Evaluation Criteria

7.2.1.1. The Council will not accept sponsorships that:

- reflect in a negative manner on CAAL-CBPA;
- do not align with its mission statement; and/or
- are not in the best interests of CAAL-CBPA as determined by the Executive Committee or Board.

7.2.1.2. CAAL-CBPA does not endorse, directly or by implication, any products or services. Accepting a sponsorship does not imply endorsement of products or services by CAAL-CBPA. A sponsorship does not automatically imply any exclusive arrangement with CAAL-CBPA. CAAL-CBPA retains control over any sponsored program or activity, and sponsors are not provided input into operational matters relating to a sponsored project.

8. Policy Supports

8.1. Holt, C. (2019, December 2). *Benchmarking CAUL-CBUA Communications*. https://drive.google.com/file/d/1fM7nOEnhrdvu-bsT7g_P-Bc-dLDCdMha/view?usp=sharing

8.2. CAAL-CBPA Conflict-of-Interest Policy

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Honourarium Policy

Approved by Board: June 13, 2025
Last Revised: October 21, 2025

Policy Number: FPOL8
Responsibility: Executive Director
Revision Schedule: Triennially, or as CRA rules are revised

1. Definitions

Honourarium: From the perspective of the Canada Revenue Agency (CRA), payments for services made to an individual are either employment income or business income. The CRA does, however, support the notion of small payments that are not subject to the usual tax rules. The criteria for these payments include:

- They are nominal - $500 or less in a calendar year;
- They are made to an individual for voluntary services for which fees are not legally or traditionally required;
- They are not reflective of the value of the work done; or
- They are made on a one-time or non-routine basis to an individual as a "thank you".

2. Policy Statement

2.1. An honourarium is appropriate in the following situations:

- Guest speaker at an educational event or other similar function
- An individual conducting a workshop
- An Indigenous Person sharing knowledge at an event
- Payment to a volunteer for assistance for set-up, or supporting activities, at special events

2.2. An honourarium is not appropriate if:

- An amount has been agreed upon between the individual providing services and CAAL-CBPA. If payment is agreed upon, this constitutes a contractual arrangement because an independent contractor (business) relationship exists.
- An honourarium must not be based on a unit of measure, such as hours volunteered or the number of people attending an event. It must be a flat, nominal amount, and must not appear as compensation for work performed.
- CAAL-CBPA is obtaining the services of a professional speaker or consultant who performs the requested service for a living. These individuals would be considered self-employed and should receive a fee for service or consulting payment, and a service agreement should be in place.

2.3. CAAL-CBPA does not provide honouraria to CAAL-CBPA staff.

2.4. For honourarium payments to non-employees:

2.4.1. Residents of Canada: An honourarium paid to a resident of Canada is not subject to tax deductions; however, this does not mean that the recipient does not have to pay taxes on the amount received. The individual may be issued a T4A for the payment, and when they file their tax return for the year, any taxes owing on the amount paid will be assessed by CRA. Recipients will not be issued a T4A as long as the payment is $500 or less in a calendar year.

2.4.2. Non-residents of Canada: Where the service was performed in Canada, honouraria paid to non-residents of Canada are subject to a flat rate income tax deduction of 15% and are reported on a T4A-NR. If the service was performed outside of Canada, there is no tax deduction or reporting requirements.

2.5. If an honourarium is paid by CAAL-CBPA to the same individual multiple times in a calendar year, and the total of the payments will exceed $500, CAAL-CBPA is then considered a single employer by the CRA, and any subsequent payments will be treated as employment earnings and amounts already processed will be converted to employment earnings and they will be issued a T4A.

3. Purpose

This Policy outlines how CAAL-CBPA handles voluntary payments made to individuals for services, particularly when those services are not legally or traditionally required and are not part of a regular employment contract.

4. Scope

This Policy applies to all individuals to whom CAAL-CBPA gives an honourarium as a “thank-you” for services provided.

5. Administrative Structure

5.1. The Executive Director will undertake responsibility for the administration of this Policy.

6. Procedures

6.1. For residents of Canada, the Social Insurance Number is required for CRA reporting purposes if the amount of a single honourarium, or a cumulative total of honouraria given to a single individual by CAAL-CBPA in one calendar year, is greater than $500. The Executive Director will phone the individual to obtain the SIN verbally, and then they shall convey that number to the ISI Office Manager verbally by phone to ensure that this information is kept confidential. If the individual is a non-resident of Canada, and exceeds the $500 threshold, the Social Security Number is required and is mandatory in order for the honorarium to be processed, and it will be obtained by the Executive Director verbally by phone.

6.2. The Executive Director will send an email to the ISI Office Manager with the name, email address, mailing address, and phone number of the honorarium recipient, as well as the amount of the honorarium.
6.3. CAAL-CBPA will track all honouraria given to individuals in a spreadsheet to ensure compliance with the $500 annual threshold for T4A issuance.
6.4. CAAL-CBPA shall publicly announce Grant recipients to the membership and other appropriate audiences via: Emails to CAAL-CBPA listservs, CAAL-CBPA communications contacts, external listservs, and directly to other Canadian consortia; News release posted on the CAAL-CBPA website and distributed via other appropriate channels. In these announcements, CAAL-CBPA shall thank the members of the appropriate grant committee.
6.5. CAAL-CBPA shall ensure that all Board members, staff, and volunteers are aware of this Policy.

7. Exceptions

7.1. No exception may be made to this Policy without the CAAL-CBPA Board of Directors' written consent.

8. Revisions to the Policy

8.1. This policy is subject to triennial review, or as CRA rules are revised. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

9. Policy Supports

9.1. CAAL-CBPA Confidentiality Policy
1.1. Honouraria Tracking Sheet

CAAL CBPA
Council of Atlantic Academic Libraries
Conseil des bibliothèques postsecondaires de l'Atlantique

Employment Equity Policy

Approved by Board: June 8, 2021
Last Revised: April 13, 2022

Policy Number: HRPOL2
Responsibility: Executive Director
Revision Schedule: Annually

1. Definitions

Designated Groups - The groups designated under the Employment Equity Act (1995), as that list may be amended from time to time and which list currently includes Indigenous peoples, members of racialized minority groups, persons with disabilities (visible and invisible), and women.

1. Policy Statement

1.1. CAAL-CBPA is committed to developing practices that remove barriers and discrimination of any kind and further support a culture of diversity in all employment practices.

1.2. CAAL-CBPA is committed to equity and diversity principles in the workplace and is dedicated to ensuring equal opportunity and equitable representation in employment for all current and potential staff.

1.3. CAAL-CBPA is committed to fostering a culture which recognizes and respects the equal dignity and worth of all who seek to participate in the life, work, and mission of CAAL-CBPA. By developing policies, programs, practices, and traditions which facilitate their free, safe, and full participation, CAAL-CBPA seeks to eliminate direct, indirect, and systemic discrimination, particularly against members of Designated Groups, while also paying due diligence to the Human Rights Acts for New Brunswick (2011), Newfoundland & Labrador (2010), Nova Scotia (1989), and Prince Edward Island (2016).

1.4. CAAL-CBPA acknowledges the historical under-representation of Indigenous Peoples, members of under-represented racialized groups, persons with disabilities, women, and persons belonging to under-represented sexual orientation and/or gender identity (SOGI) groups within the workforce.

2. Purpose

The purpose of this policy is to identify organizational commitments to recognize and redress historical and current-day inequities experienced by Designated groups in the workforce. It is also to identify organizational accountabilities and procedures for enacting and sustaining association-wide strategic initiatives to achieve employment equity goals. More specifically, CAAL-CBPA will seek to:

2.1. Remove barriers to and in employment by eliminating or modifying policies, practices, and systems that are not authorized by law, if any exist.

2.2. Introduce positive policies and practices, as well as establish internal goals and timetables to achieve employment equity through hiring, training, promotion, and retention of members of Designated Groups.
2.3. Improve the meaningful participation and engagement of Designated Groups throughout CAAL-CBPA.
2.4. Improve workplace environments and climate for Designated Groups through individual and organizational capacity building and ensuring timely responses to complaints of inequitable systems and practices.

3. Scope

This Policy applies to all employees and contractors of CAAL-CBPA and members of the workforce applying for opportunities in CAAL-CBPA. It applies to all aspects of employment at CAAL-CBPA, including, but not limited to, recruitment, interviewing, selection, hiring, training and professional development, career progression, promotion, terminations, salaries, benefits, and workplace conditions. It does not eliminate any other obligations CAAL-CBPA may have under applicable human rights legislation, nor does it displace its obligations under another policy or any applicable collective agreement.

4. Administrative Structure

4.1. The Executive Director and Board of Directors will undertake responsibility for the administration of this Policy.
4.2. This Policy will be reviewed in accordance with CAAL-CBPA's Human Resources Policy review process.

5. Procedures

5.1. Under Canada's Employment Equity Act (1995), CAAL-CBPA is required to develop, implement, and monitor the progress of an employment equity plan. The Executive Director, in collaboration with the Board of Directors, shall comprehensively address employment equity through the development, implementation, and annual review of CAAL-CBPA's Employment Equity Policy and accompanying Plan.
5.2. To ascertain the progress made in achieving employment equity within CAAL-CBPA's workforce, and with respect to working conditions at CAAL-CBPA, the Plan will include measures to ensure a respectful, inclusive, and equitable work environment and related supports to promote the meaningful engagement of employees who self-identify as members of Designated Groups within CAAL-CBPA.
5.3. In all employment-related systems, policies, and practices, CAAL-CBPA will consider how each might affect Designated Groups. Where appropriate, terms and conditions will be adopted to eliminate any systemic discrimination or inappropriate and unnecessary barriers for both employees and applicants to CAAL-CBPA.

5.4. Employees will be advised both in written policies and general correspondence when specific practices are being adopted to support a culture of diversity and fairness. In addition, employees are invited to bring forward ideas or observations about practices or policies that may be creating systemic discrimination. In these cases, employees should provide to the Executive Director, in writing, full details on the observed practice and thoughts on how such a practice might be changed without placing undue hardship on the organization. All written submissions will be considered thoroughly, and employees will be provided with a written reply on how the practice will be addressed.

5.5. All applicable selection/appointment committees shall ensure that all recruitment initiatives and practices around appointments are governed by employment equity.

5.6. Employment equity involves hiring the best-qualified candidate while ensuring a fair and equitable hiring process for all persons, and as such, CAAL-CBPA shall hire and make employment and promotion decisions based on qualifications and merit. Within this context, CAAL-CBPA shall make proactive efforts to increase the participation of Designated Groups.

5.7. CAAL-CBPA will advise all external applicants through postings on job boards and other locations where job applicants can view job opportunities, that CAAL-CBPA is an Equal Opportunity Employer.

5.8. Only those employees, or candidates, who identify themselves to CAAL-CBPA as a member of a Designated Group are to be counted as members of those Groups for the purposes of implementing employment equity.

5.9. CAAL-CBPA will give preference to qualified, self-identified candidate(s) from Designated Groups.

5.10. Information collected by CAAL-CBPA under the Employment Equity Act (1995) is confidential and shall be used only for the purpose of implementing the employer's obligations under this Act.

5.11. No exception may be made to this Policy without the CAAL-CBPA Board of Directors' written consent.

5.12. All amendments or revisions to this Policy must have the written consent of the CAAL-CBPA Board of Directors.

6. Policy Supports

6.1. Employment Equity Act, Statutes of Canada (1995, c. 44). Retrieved from the Justice Laws website: https://laws-lois.justice.gc.ca/eng/acts/e-5.401/page-1.html

6.2. Holt, C. (2019, October 15). *Human Resources Policies & Practices at CAUL-CBUA*. Council of Atlantic University Libraries. Retrieved from https://drive.google.com/file/d/1nE1tfL5HshrPoxJatI6f65Je5wWJCbzz/view?usp=sharing

6.3. Human Rights Act, Statutes of New Brunswick (2011, c. 171). Retrieved from the Legislative Assembly of New Brunswick website: http://laws.gnb.ca/en/ShowPdf/cs/2011-c.171.pdf

6.4. Human Rights Act, Statutes of Newfoundland and Labrador (2010, c. H-13.1). Retrieved from the Office of the Legislative Counsel, Newfoundland and Labrador, website: https://assembly.nl.ca/legislation/sr/statutes/h13-1.htm

6.5. Human Rights Act, Revised Statutes of Nova Scotia (1989, c. 214). Retrieved from the Nova Scotia Legislature website: https://nslegislature.ca/sites/default/files/legc/statutes/human%20rights.pdf
6.6. Human Rights Act, Statutes of Prince Edward Island (2016, c. H-12). Retrieved from the Legislative Counsel website: https://www.princeedwardisland.ca/sites/default/files/legislation/H-12%20-Human%20Rights%20Act.pdf