



Policy Manual

September 2022

Stepping Stone Senior Centre Policies

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1. Activities

Activities initiated by the Stepping Stone Senior Centre (herein referred to as SSSC) for its members have priority over any outside events or rentals. This does not apply to confirmed rentals.

2. Code of Conduct

The SSSC maintains a zero tolerance for abuse of any nature (physical, verbal, etc.).

3. Emergency Plan

The SSSC shall maintain an Emergency Plan.

4. Facility Administration

a) Equipment Inventory

The SSSC shall maintain an inventory of all equipment not included under Fixed Assets.

b) Equipment Handling

Use of equipment to be arranged through the Coordinator.
Training will be provided as required.

c) Non-Smoking/ Non- Vaping/ Scent Free/ No Alcohol

The SSSC is a non- smoking facility. There is no smoking or vaping permitted on the property.

The SSSC promotes a scent free environment.

No alcohol is permitted on the premises except for events approved by the Board and the City of Fredericton. The appropriate licenses must be obtained prior to the event.

d) Parking

City designated parking for SSSC is the parking lot on the side of the building closest to Odell Avenue.

e) Security

The Board will ensure the security of the building, assets, members and staff.

5. Financial Administration

a) Acceptable Methods of Payment

The SSSC accepts a variety of methods of payment.

b) E-Transfers

SSSC will maintain an e-transfer account.

c) Charitable Donation Tax Receipts

All charitable donation tax receipts must be completed in compliance with CRA Charities Directorate directives.

Charitable tax receipts will be issued for all monetary donations made to SSSC Inc. for \$10 or more.

Charitable tax receipts will not be issued for food or drink donations to SSSC.

d) Fixed Asset Inventory

The SSSC shall maintain an inventory of all Fixed Assets with a minimum value as set by the Board.

e) Fundraising

The Board shall identify and explore potential sources of funding for the SSSC, excluding Events, ensuring that the funds do not behold the SSSC to the funding source.

The annual Friends of the SSSC fundraiser encourages all members to make a tax-deductible charitable donation to SSSC.

The SSSC is registered with the local Funeral Homes as a registered charity.

f) Grants

The Board may apply for grants from funding agencies, as well as Provincial and/or Federal Governments, where it is beneficial to the SSSC and such grants do not behold the SSSC to the funding sources.

g) Lottery and Liquor Licensing

SSSC will comply with provincial licensing requirements.

h) Petty Cash

The SSSC will maintain a petty cash system that should be self-balancing monthly

i) Photocopying

The SSSC maintains a photocopier which is available free of charge for the SSSC business.

j) Rentals

Rentals shall be arranged through the Coordinator

k) Travel Expenses

SSSC will, upon application, pay travel expenses of volunteers and/or staff who are requested by the Board or Executive to travel on behalf of the SSSC.

6. Hours of Operation/ Emergency Closures

Hours of operation are authorized by the Board.

The SSSC shall maintain a Storm/ Unforeseen Circumstances Policy.

7. Membership

Membership of the SSSC is mandated in Articles 4 and 5 of the By- Laws. No person shall be denied membership in the SSSC because of inability to pay the membership fee. The decision to grant membership in such circumstances will be at the discretion of the President and Coordinator.

8. Operational Training

The Board will support programs that provide training that lends to the safe operation of the SSSC.

9. Programming

Programs and Activities of the SSSC are to be developed in accordance with Article 4 of the By-Laws.

10. Volunteer of the Year Award

The SSSC will honour current or recent members who have demonstrated a commitment to the SSSC through their involvement and/or leadership.