



**Constitution,  
By-Laws  
and  
Policy Manual**



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# Canadian Fossil Discovery Centre

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# Canadian Fossil Discovery Centre

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## **MISSION STATEMENT**

“The Canadian Fossil Discovery Centre is dedicated to excellence in fossil preservation, research and learning experiences.”



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# Canadian Fossil Discovery Centre

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## **VALUE STATEMENTS**

1. Respect for individuals and each other
2. Honesty and integrity
3. Openness
4. Willingness to listen
5. Willingness to participate
6. Commitment to the task at hand without compromising long-term integrity
7. Receptive to new ideas
8. Dedication to preparation
9. Mutual support through positive feedback.
10. Speaking with one voice
11. Seek prompt solutions to perceived problems



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# Canadian Fossil Discovery Centre

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## **STATEMENT OF PURPOSE**

The first priority of the Canadian Fossil Discovery Centre (here-after referred to as “the Centre”) is in the field of Paleontology and related earth sciences. The Centre’s purpose is to search and excavate, document, collect, preserve, research and study, provide public exhibitions, educate, and interpret fossil and geological specimens including prehistoric environments primarily from the Manitoba Escarpment as well as (including) surrounding areas and related geological formations. This will include all types of fossils from the Pierre Shale Formation/Vermillion River Formation and or any other fossil-bearing strata of this area or related formations elsewhere in Manitoba and Canada.

The second priority of the Centre will be the acquisition of and conservation of properties with fossil-bearing strata, along the Manitoba Escarpment. This will enable the Centre to preserve and conserve fossiliferous areas ensuring the opportunity for future research and achievement of the Centre’s purpose as part of Canada’s heritage.

A third area of interest will be the provision of support for the Paleontological/geological exploration and research of potential fossil-bearing properties along the Manitoba Escarpment or related formations outside of Manitoba.

It will be the policy of the Centre to encourage collaboration with any individual or group, organization, university, school, museum or other institute of research in any manner within the above noted areas of interest, consistent with sound principles of scientific research and program/museum development.

The Centre will work closely with landowners whose generous provision of access to their land has allowed the Centre to successfully achieve its primary purpose. If the production of bentonite mining is to resume, the Centre will encourage working with new potential mining companies to coincide with its primary purpose.

The Centre will accept donations of services, money, time or talents from interested citizens, for the Centre believes many people have information or abilities that can be valuable in securing new fossil specimens or in supporting the Centre’s programs and operations.

The Centre’s Statement of Purpose may be amended only on the recommendation of the Board of Directors, by a majority of the members present at the annual meeting or at a meeting of members called for that purpose.



# Canadian Fossil Discovery Centre

## **By – Law No. 1**

BE IT ENACTED AND IT IS HEREBY ENACTED as a by-law of THE CANADIAN FOSSIL DISCOVERY CENTRE (1971), INC.

(Hereinafter called “the Corporation”) as follows:

### **HEAD OFFICE**

1. The head office of the Corporation shall be at the Town of Morden, in the Province of Manitoba, and at such place therein as the directors of the Corporation may from time to time decide.

### **SEAL**

2. The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Corporation.

### **ELECTION AND APPOINTMENT OF DIRECTORS**

3. Number:  
The affairs of the Corporation shall be managed by a Board with a membership of a maximum of 12 members, and a minimum of 5, including officers. A majority of Board members shall be residents of Morden.
4. Qualification:  
The qualification of a director shall be that he be a member in good standing of the Corporation, or appointed as a representative of any corporation that is a member in good standing in this Corporation.
5. Term of Office And Filling Of Vacancies:  
Each director and officer shall be elected or appointed to a term of two years and until his or her respective successor is elected or appointed and is qualified to be a member.

Elected directors may serve a maximum of four consecutive terms.



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Directors shall be elected on staggered terms to ensure continuity on the Board.

The directors' term of office shall be from the date of the meeting at which they are elected or appointed until the annual meeting of members next following or until their successors are appointed.

Any vacancy occurring in the board of directors may be filled up by the directors, and a person so chosen shall hold office (subject to the provisions aforesaid) for the balance of the unexpired term of the vacating director.

6. Vacation of Office:

The office of a director shall be vacated

- (a) if he is removed from office;
- (b) if he ceases to be a member in the Corporation or the appointee of a corporation which is a member in good standing of the Corporation; or
- (c) if by the notice in writing to be the Corporation he resigns his office.

7. Election And Removal:

Election of directors need not be by ballot unless demanded. The board members whose terms of office have expired shall retire at the annual meeting at which directors are to be elected but shall be eligible for re-election if otherwise qualified.

A retiring director shall retain office until the dissolution or adjournment of the meeting at which his successor is elected unless such a meeting was called for the purpose of removing him from office as a director in which case the director so removed shall vacate office forthwith upon the passing of resolution for his removal.

8. Nominating Committee:

Each year before the annual general meeting, the Board of Directors shall appointment a nominating committee. The Board may ask both current Board members and non-Board members to be on this committee. Nominating Committee non-Board members are not required to be members of the Corporation.



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Prior to the Annual General Meeting, the committee will confirm that there is a Town of Morden appointee on the Board, providing that the Town has a current membership in the Corporation.

The committee shall identify one or more candidate or candidates to serve as officers as needed.

The Nominating Committee will oversee the election of members to the Corporation Board of Directors and ensure that the majority of members on the Board as permanent residents of Morden.

9. Notice of Election/Slate of Nominees:  
No less than 40 days prior to the Annual General Meeting, the Board of Directors of the Corporation shall communicate to the membership by the preferred means of communication, a list of candidates recommended by the Nominating Committee for election to the Board of Directors of the Corporation, together with the notice of the Annual General Meeting and a reminder that the general membership of the Corporation may also nominate candidates for election.
10. Additional Nominees  
Any three voting members may nominate one or more additional fully qualified candidates by submitting such nomination or nominations in writing and signed by each nominating member and the candidate, to the General Manager of the Corporation postmarked at least thirty days before the Annual General Meeting.
11. Morden Appointee:  
The Town of Morden may appoint one person to be a member of the Board of Directors of the Corporation, providing the Town has a current membership in the Corporation. At the Town of Morden's discretion, it may change the appointee at any time. The Town of Morden has the sole responsibility to ensure that this position is filled.
12. Special Meeting:  
In the event of the failure for any reason to hold an annual meeting of members on its scheduled date, directors may be elected at any special meeting called for that purpose.

### MEETING OF DIRECTORS



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13. Place of Meeting, Notice:

Directors' meetings may be held either at the head office or elsewhere as the directors may from time to time determine. A meeting of directors may be convened by the President or Vice-President or any director may at any time and the Secretary by direction of the President or Vice-President or any two directors shall convene a meeting of directors. Notice of such meeting shall be delivered communicated by the preferred communication means to each director not less than two (2) days (exclusive of the day on which the notice is communicated but inclusive of the day for which notice is given) before the meeting is to take place. Provided always that meetings of the board of directors may be held at any time without formal notice if all the directors are present or those absent have waived notice or have signified their consent in writing to the meeting being held in their absence. No errors or omissions arising through inadvertence in giving notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting. Any directors may at any time waive notice of any meeting and may ratify and approve of any and all proceedings taken or had thereat.

Provided that there is quorum, the Board of Directors may hold a legally constituted Directors' meeting immediately following a general meeting with no notice given to the newly elected director or directors.

If at any time, there are fewer board members than are necessary to hold a duly constituted directors' meeting, the remaining Board members shall call a Special Meeting to be held within 2 months. In preparation for this Special Meeting, the remaining board members shall strike a Nominating Committee. The purpose of the Special Meeting will be solely to elect new board members.

14. Quorum:

A majority of the then existing members of the Board of Directors shall constitute a quorum for the transaction of business. At no time shall a quorum be comprised of less than three (3) members.

15. Voting:

Questions arising at any meeting of directors shall be decided by a majority of votes.

### **DIRECTORS INTERESTED IN OTHER COMPANIES**

16. It is important that our practices and decisions are without suspicion or influence and avoid any appearance of impropriety, which may raise concerns within or



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outside the organization. It is important to prevent the personal interest of Board Members from interfering with the performance of their duties to the Canadian Fossil Discovery Centre, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Canadian Fossil Discovery Centre or its members, supporters, and other stakeholders.

Board Members are expected to verbally declare conflict of interest. If a person is unsure, he/she will ask for clarification and the Chairperson will determine if there is a real or perceived conflict. When there is a conflict, the person will refrain from all discussion pertinent to the subject and abstain from voting.

It is the responsibility of Board of Directors and committee members to raise concerns they may have regarding conflict of interest with a member who is perceived to be in conflict. If there are still concerns, it is their responsibility to convey these concerns to the chair.

Board members are prohibited from accepting personal gifts from current and prospective providers of services or goods and grantees with the exception of occasional hospitality or other benefits of a nominal value.

Board members are prohibited from using privileged information gained in their role for personal or professional gain.

### **REMUNERATION OF DIRECTORS**

17. The directors as such shall not be entitled to any remuneration whatsoever, but they shall be entitled to be paid their travelling and other expenses properly incurred by them in connection with the affairs of the Corporation, and in attending meetings of the Corporation. Any director who is a bona fide employee of the Corporation (whether full time or part time) may be paid remuneration with respect to services performed by him as an employee.

### **SUBMISSION OF CONTRACTS OR TRANSACTIONS FOR APPROVAL OF MEMBERS**

18. The board of directors in their discretion may submit any contract, act or any transaction for approval or ratification at any meeting of the members for the purpose of considering the same and any contract, act or transaction that shall be approved or ratified by a resolution passed by a majority of the votes cast at any such meeting shall be as valid and binding upon the Corporation and upon all the



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members as though it had been approved or ratified by every member of the Corporation.

### **FOR THE PROTECTION OF DIRECTORS**

19. The directors and officers for the time being of the Corporation and every one of them and every one of their heirs, executors and administrators shall be indemnified and saved harmless out of the assets of profits, losses, damages and expenses which they or any of them, their or any of their heirs, executors or administrators shall or may incur or sustain by or by reason of any act done, concurred in or omitted in or about the execution of their duty or supposed duty in their respective offices except such (if any) as they shall incur or sustain by or through their own willful neglect or default respectively.

### **INDEMNITIES TO DIRECTORS AND OTHERS**

20. The directors of the Corporation are hereby authorized from time to time to cause the Corporation to give indemnities to any director or other person who has undertaken or is about to undertake any liability on behalf of the Corporation and any action from time to time taken by the directors under this paragraph shall not require approval of confirmation by the members.
21. No director or officer for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the board of directors of the Corporation for or on behalf of the Corporation or for the insufficiency or deficiency for any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person, firm or Corporation with whom or which any of the moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office of trust or in relation thereto unless the same shall happen by or through his own willful act or default.

### **OFFICERS**



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22. The following officers in the Corporation shall be elected by the members, namely:
- a. President, and
  - b. one Vice-President, and
  - c. one Secretary, and
  - d. one Treasurer

Officers will be elected or appointed from the current board members remaining on the board and those newly elected board members at the Annual General Meeting.

Except for the foregoing officers, the directors may from among their own members elect or appoint additional officers. All officers shall perform such duties as are designated by the board, or failing such designation, shall be those duties usually pertaining to such offices.

In the event that there is only one member on the Board of Directors, that remaining member will hold of the office of President by default.

### **APPOINTMENT OF MANAGER**

23. The Board of Directors will create the Manager, General Manager, Executive Director, Chief Executive Officer or other management position with duties and responsibilities pursuant to the respective job description. The Board of Directors of the Corporation will ensure that this position is staffed with a qualified individual.

### **MEMBERS OF THE CORPORATION**

24. The Board of Directors is solely responsible for membership in the Corporation and has final authority in determining the ongoing eligibility of a person to be a member of the Corporation.
25. The Board of Directors may be from time to time establish membership fees and application fees and other fees in such amounts as it shall deem advisable; and may for such purpose establish different membership categories within the fore noted membership classes with different fees with respect to each category; and has the discretion of what category and the manner of determining the same.



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26. Members who wish to attend a meeting of the Board of Directors must submit a written request for approval to the President within 10 business days prior to the meeting. Such a request must state the reason why attendance is required. The Board of Directors will approve or disapprove the request with a reason.
27. Regular Memberships:  
Regular Memberships are made available to all members of the community and beyond. Rights, privileges and obligations of this membership are determined by the Board of Directors.
28. Honourary memberships:  
The Board of Directors of the Corporation may choose to recognize members who have distinguished themselves by their service to the Corporation by the conveyance of an Honourary Membership. Honourary members shall be exempt from payment of dues or assessments during the period of their honourary membership. The Board may choose to convey special recognition to an individual by awarding an Honourary Lifetime Membership to them. An honourary lifetime membership will not expire. Honourary members have the same rights, privileges and obligations as regular non-honourary members.
29. Membership Cancellation:  
Three-fourths of the Directors present at any duly constituted Board of Directors of the Corporation meeting may cancel the membership of any member who the Board believes has acted in a manner that is contrary to the Corporation's best interests. The member under review will be notified by a traceable means no less than 7 days prior to the board review. They will be invited to make representation and leave immediately after doing so. The Board will vote via secret ballot on whether to cancel the membership or not. The decision of the Board will be final. The Board at its discretion may choose to refund in full or part any membership dues that were paid by the member removed.
30. Annual General Meeting:  
The Annual General Meeting of the members shall be held at the head office of the Corporation or elsewhere on such day in each year as the board of directors may from time to time by resolution determine.
31. Special Meetings:  
Special meetings of members may be convened at any time by order of the President or the Vice-President or by the board and at any place. Special Meetings may also be convened at the request in writing of not less than twenty-five (25) percent of the voting members specifying the object of the meeting. At any



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- special meeting convened by such request of members, no business shall be transacted other than that specified in the request.
32. General and Special Meetings of the members (including the Annual General Meeting) shall be convened by communicating to every member by the preferred means of communication notice of such meeting at least 10 days (and in the case of a Special Meeting at least 14 days) before the meeting and in such notice, include the nature of the business (other than ordinary business) to be transacted shall be set forth. The accidental failure to give notice to any member shall not invalidate any meeting. For the purposes hereof “ordinary business” shall mean the election of directors, including the election of officers, the giving of reports and the appointment of auditors.
  33. At every general or special meeting of members, the chair shall be taken by the President, if present or in his absence by the Vice-President, or if absent, a chairman shall be elected by the members present.
  34. The voting at general or special meetings shall be by a show of hands and proxies shall not be allowed. In the case of equality of votes, the Chairman shall have a second or casting vote.
  35. At meetings of members, any voting members may demand that any vote be by secret ballot and if seconded, this motion shall take precedent over all other questions and if carried all votes shall be determined by secret ballot. All ballots issued in secret will be immediately destroyed after the meeting at which they were cast.

### **COMMITTEES**

36. The board may constitute such committees as it shall see fit, composed of such persons as it shall see fit and whether members of the board of directors or not, and the duties of such committees shall be those from time to time designated by the board.

### **WITHHOLDING INFORMATION FROM MEMBERS**

37. No member shall be entitled to discovery of any information respecting any details or conduct of the Corporation’s business which in opinion of the directors it will be inexpedient in the interests of the members of the Corporation to communicate.



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38. The directors may from time to time determine whether and to what extent and at what time and place and under what conditions or regulations the accounts and books of the Corporation or any of them shall be open to the inspection of voting members, and no member shall have any right of inspecting any account or book or document, of the Corporation except as conferred by the statute or authorized by the board of directors or by a resolution of the members in general meeting.

### NOTICES

39. Signatures To Notices:  
The Signatures to any notice to be given by the Corporation may be written, stamped, typewritten or printed.
40. Computation Of Time:  
Where a given number of days' notice or notice extending over any period is required to be given the day of service or posting of the notice shall unless it is otherwise provided be counted in such number of days or other period.

### EXECUTION OF INSTRUMENTS

41. Contracts, documents or any instruments in writing requiring the signature of the Corporation may be signed by the President or Vice-President, the Secretary or Treasurer and all contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The board of directors shall have power from time to time by resolution to appoint any officer or officers, person or persons on behalf of the Corporation either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The seal of the Corporation may when required be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers, person or persons, appointed by resolution of the board of directors.

The term "contracts, documents or any instruments in writing" as used herein shall include deeds, mortgages, hypotheses, charges, conveyances, transfers and assignments of property real or personal, immovable or moveable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures or other securities and all paper writings.



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In particular without limiting the generality of the foregoing the President or Vice-President and the Secretary or the Treasurer or any two directors shall have authority to sell, assign, transfer, exchange, convert or convey any and all shares, stocks, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the Corporation and to sign and execute under the corporate seal of the Corporation or otherwise all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities.

### **FISCAL YEAR**

42. The fiscal year of the Corporation shall be determined by the directors.

### **PAYMENTS OF EXPENSES**

43. The directors may authorize the payment of all expenses incurred in setting up and registering the Corporation and all other expenses of or incidental to this formation and organization or which it considers preliminary.

### **MISCELLANEOUS**

44. A person ceasing to be a member in the Corporation shall have not further rights therein. The interest of a member of the Corporation shall not be transferable.
45. A regular non-lifetime member's membership in the Corporation expires at midnight of the day before the anniversary date of the original membership. All rights and privileges of membership are revoked when membership expires.
46. A resolution signed by all of the directors shall be as valid and effective as if passed at a meeting of directors duly called, constituted and held.
47. Preferred Means of Communication:  
The preferred means of communication between the Corporation, Board members and the general membership is email. The Corporation will send email to the last known email address that was provided by the member. It is incumbent upon each member to ensure that the Corporation has a valid email address for them.



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Notwithstanding, the Corporation may elect to send communications to the membership via ordinary mail to the last known physical mailing address of the members or by any other recognized means of physical communication or by any combination thereof.

## **INTERPRETATION**

48. With in these by-laws:
- (a) “Charter” shall mean the Letters Patent of this Corporation and any Supplementary Letters Patent thereto, and the expression “Letters Patent” shall include any Supplementary Letters Patent;
  - (b) “The Act” or “The Companies Act” means this statute under which this Corporation has been incorporated or any Act substituted therefore as amended from time to time, but reference shall be to the Act and amendments thereto in force at each relevant time;
  - (c) “Person” shall include partnership, association and companies, the singular shall include the plural and vice versa, the male gender shall include the female and neuter gender;
  - (d) When any provision of the Act is referred to, the reference is to that provision as modified by any statute for the time being in force.

## **ENACTMENT, AMENDMENT OR REPEAL OF BY-LAWS**

49. This By-Law and any other By-Law of the Board and any amendment thereof will come into force after the adjournment of a general membership meeting in which there has been a passing vote to approve the By-Law or By-Law amendments.

## **FINAL AUTHORITY**

50. In the case of any conflict or inconsistency between this By-Law and any other Policy enacted by the Board, this By-Law shall govern and shall be the final authority.



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# Canadian Fossil Discovery Centre

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ENACTED this "10<sup>th</sup>" day of "February" A. D. "1988".

WITNESS the corporate seal of the Corporation.

"H. H. Marshall"  
President

"Christine Block"  
Secretary

Revised and approved by the Board of Directors of Canadian Fossil Discovery Centre  
on February 11th, 2010

Revised and approved by the Board of Directors of Canadian Fossil Discovery Centre  
on April 7, 2011.



## Canadian Fossil Discovery Centre

### **BY-LAW NO. 2**

BE IT ENACTED as a by-law of the Corporation that:

1. The directors may and they are hereby authorized from time to time to:
  - (a) Borrow money on the credit of the Corporation;
  - (b) Issue, sell, or pledge securities of the Corporation;
  - (c) Charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Corporation, including bank debts and unpaid calls, rights, powers, franchises and undertakings, to secure any securities or any money borrowed or other debts or any other obligation or liability of the Corporation;
  - (d) Guarantee the repayment of the debts, obligations and liabilities of any other Corporation.
2. The directors may from time to time by resolution delegate to the President and the Secretary or to any two officers of the Corporation (including the President or Secretary) all or any of the powers conferred on the directors by paragraph 1 of this by-law to the full extent thereof or such lesser extent as the directors may in any such resolution provide.
3. The powers hereby conferred shall be deemed to be in supplement of and not is substitution for any powers to borrow money for the purposes of the Corporation possessed by its directors or officers independently of a borrowing by-law.

ENACTED this “10<sup>th</sup>” day of “February” A. D. “1988”.

WITNESS the corporate seal of the Corporation.

“H. H. Marshall”  
President

“Christine Block”  
Secretary

UNANIMOUSLY CONFIRMED by all the members of the CANADIAN FOSSIL DISCOVERY CENTRE at the annual general meeting of the members held on this “10<sup>th</sup>” day of “February” A. D. “1988”.

WITNESS the corporate seal of the Corporation.

“H. H. Marshall”  
President

“Christine Block”  
Secretary



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# Canadian Fossil Discovery Centre

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## Collections Management Policy

Adopted January 2006  
Last Revision December 2009  
Suggested Update and Revision 2011

### **1.00 Introduction**

The Canadian Fossil Discovery Centre (CFDC) acknowledges that its fossil collection is inherent to the mission outlined below. This Collections Management Policy will describe the framework in which the CFDC will acquire, manage and ensure the appropriate use of its collection. It is understood that the CFDC will make its collection available for student, faculty and researchers from other institutions to research and study advancing knowledge in the related fields of study. This policy ensures the collection will be available for future generations and not to diminish the collections research value.

### **2.00 Definitions**

**Accession** – The formal process of accepting any specimen or collection of specimens legally by the Canadian Fossil Discovery Centre as a permanent addition to its collections.

**Catalogue** – A full complete record of scientific information about a specimen including the process of identification and documentation.

**Collection** – The accumulation and storage of a grouping of related specimens.

**Conservation** – The applied science of examination and treatment of specimens including their environment in which they are stored.

**Deaccession** – The formal process of removing a specimen from the permanent collection.

### **3.00 Role of Staff Persons**

All staff persons at the CFDC must implement and respect the lines of authority as communicated in the CFDC's Organizational Chart. The Collections Managers must report to and receive direction from the Curator. The Curator is responsible to implement the strategic priorities and action plans as provided by the General Manager and as a



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delegate of the General Manager thereby exercise final decision making ability in relation to this policy.

## **4.00 Ethical Considerations**

All personnel and volunteers of the CFDC and associated researchers must maintain a high standard of conduct and display a positive attitude towards the collections that avoids conflict of interest in regards to the collection activities outlined and associated within the CFDC's Collections Management Policy. All operations associated with the collections must be consistent with the CFDC's Code of Ethics.

The CFDC personnel, volunteers and associates will perform all collection-related activities for the benefit of the public and not toward any advancement of personal interests.

Under no circumstances is the Canadian Fossil Discovery Centre name to be exploited for personal advantage or the advantage of any other person or entity. Information acquired through any association with CFDC collection procedures must be kept confidential, including fossil localities.

## **4.10 Personal Collecting**

All personnel, volunteers and associated researchers are not permitted to remove any specimens from the collections at any time for personal use.

No personnel, volunteer or researcher associated with the collections may form or expand their own personal collection with the specimens collected in association with the CFDC. There should not be any competition with the individuals and the CFDC with the collection and/or acquisition of specimens or in any personal collecting activity.

All specimens collected and/or acquired through the CFDC will remain as acquisitions and/or accessions within the Collections Department unless deaccessioned by way of the deaccessioned policy as outlined in section 6.0.

## **4.20 Appraisals**

No personnel of the CFDC may make any monetary appraisals on any materials that the CFDC is involved in any way of obtaining or wishing to obtain in the future for the Collections Department. Appropriate trained professionals at the CFDC may make



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appraisals of specimens for internal use only or for specimens outside the collections if the specimen is not to be added to the permanent collection.

## **5.00 Collection Policy**

The purpose of the Collection Policy is to provide personnel and volunteers with direction and to reinforce the standard care necessary to fulfill any and all professional and legal obligations related to various aspects of maintaining the objects in the collection and following the proper documentation procedures.

The Collection Policy is the fundamental policy of CFDC governing its collections. The collections, their acquisition, description, preservation, access and use are the heart of a museum and its research and the CFDC Collection Policy enables the principles to do so.

## **5.10 Acquisition**

All specimens acquired by the CFDC are done so to develop and maintain collections in keeping with the CFDC Statement of Purpose. The designated CFDC personnel will only acquire specimens that can be properly documented, preserved, stored and maintained. (Curator or Collection Manager)

Canadian Fossil Discovery Centre personnel must make every effort before the acquisition of a specimen by purchase, gift, loan, bequest or exchange to ensure it has not been illegally obtained and holds a valid title. A full history of the specimen from its discovery or production to its present status should be established prior to acquisition.

The following in no particular order are means of acquiring specimens for the collections department:

- Field collection
- Purchase
- Contract collecting
- Gift
- Bequest
- Exchange
- Loan
- Other appropriate means



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All persons collecting for the CFDC as designated by the Curator must follow the CFDC Field Procedures Manual and clearly indicate their relationship with the CFDC to potential vendors or donors.

Specimens will not be acquired if there is a reasonable cause to believe their recovery involved the unauthorized, unscientific or intentional destruction or damage of geological and palaeontological sites and natural habitats.

Under no circumstances will a specimen be acquired if there has been a failure to disclose the finds to the proper legal or governmental authorities (Heritage Act).

Specimens will only become part of CFDC collections when formally accessioned as outlined below under section 5.2 Accession, therefore the acquired specimens may be prepared or discarded at the discretion and/or direction of the Curator and/or Collections Manager.

## **5.20 Accession**

Accessioning is the formal process to which a specimen is officially part of the permanent collection providing a written record of the acquisition. All record keeping duties are assigned to the Curator ensuring accurate procedures for record keeping is followed.

Accession records are digital including images through a software program created for the CFDC. Only the Collections Manager and designates will have access to alter the accession records. A hard copy and soft copy will be maintained at the CFDC as well as at the Town of Morden Community Resource Office.

Specimens to be accessioned into the permanent collection must meet one or more of the following criteria and are done so by the Curator or Collections Manager:

- Quality of preservation
- Unique or rare specimen
- Data available for modern taxonomic evaluation
- Increase of a specific collection or taxonomic group
- All appropriate scientific data is available
- Size

## **5.30 Cataloguing**



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## Canadian Fossil Discovery Centre

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Every specimen within the CFDC collections is assigned a catalogue number. The catalogue number will be placed on the specimen using accepted modern techniques and will be present on the specimen card that is also to be with the specimen in storage.

Catalogue numbers are to be assigned only by the Collections Manager and will consist of a taxonomic group letter, the year the specimen was found, what number that specimen is of its taxonomic group and the site number. For example M.74.06.06.

All data associated with specimen including taxonomy, geographic location, stratigraphic occurrence, bibliographic reference, accession and other pertinent information to the specimen will be recorded on a digital database. A separate copy will be maintained at the Town of Morden Community Resource Office.

All cataloguing is assigned to the Collections Manager unless designated. The identification and cataloguing of all potential specimens will be done in a timely fashion by the Collections Manger or designates.

### **5.40 Storage**

All specimens within the CFDC collections are to be maintained in the Collection Room in the designated storage area. The specimens are stored accordingly to present-day standards best suited for each specimen, including appropriate materials, open shelving units and metal drawer cabinets.

The storage location of each specimen is to be documented and included in the catalogue system coinciding with the specimen's catalogue number.

Only designated personnel are allowed in the Collection Room. The doors are to be closed and locked at all times only to be accessible through key access. All visitors must acquire permission to access the Collection Room through the Curator, Collections Manager or other designated person(s).

### **5.50 Loans**

Both incoming and outgoing loans are encouraged for scientific purposes. Loan material must be through a Museum, University or other recognized organization in research or education. Prior to any specimen being loaned a formal loan agreement that acts as a contract concerning content, duration and other particulars of the transaction must be acquired and signed by both parties represented in the loan.



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# Canadian Fossil Discovery Centre

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The Curator or Collections Manager will use judgment to designate specimens to be loaned or potentially received as specimen safety is of primary consideration.

If there is a reasonable doubt about the safety (breakage, destruction or other loss) of the specimen being shipped from the CFDC, the specimen will not be shipped.

## **5.51 Incoming Loans**

The Curator prior to research and study must approve all specimens from incoming loans by any CFDC representative. The specimen is to be examined ensuring the agreement is consistent. All records of the transaction of the loan are to be maintained.

## **5.52 Outgoing Loans**

The Curator must approve any specimen for loan to another institution and will not be sent to any private address.

Outgoing loans for display or exhibitions will not exceed 6 months unless an extension is requested and the exhibit must be justified and outlined including props and stands.

Researchers must submit a formal request of the specimens required. Research students must have their advisor sign the formal agreement loan with responsibility designated to the advisor not the student.

## **6.00 Deaccession Policy**

The Canadian Fossil Discovery Centre (CFDC) has a strong commitment towards the retention of all current specimens from its collection. However the CFDC does recognize certain circumstances when deaccessioning can improve the relevance of its collection.

Deaccessioning under this policy is defined as the formal process for removal of a specimen from the permanent CFDC collection and disposal as the permanent transfer of legal title from the CFDC to another institution, group or individual through gift, exchange or sale and in the extreme case purposeful destruction.

The process of deaccessioning must be initiated with a written proposal supported by appropriate documentation and a recommended means of disposition. This proposal must



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## Canadian Fossil Discovery Centre

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be developed in consultation with the Collections Manager or, Curator. The proposal must be approved by the Executive Director/General Manager, and the Governing Board.

### 6.10 Criteria

Specimens to be deaccessioned must meet one or more of the following criteria:

- a specimen does not fit the CFDC mandate
- a specimen is an over-representation of a particular type in the collection
- a specimen is lost or stolen
- a specimen has deteriorated or is damaged
- a specimen is poorly documented and is therefore of limited use
- the CFDC is incapable of providing necessary minimal care
- a specimen is a physical hazard or health risk to staff and public
- a specimen has unethical or illegal provenance
- a specimen has been misidentified or found to be a fake, forgery or copy with no definable purpose

Under no circumstances will the CFDC deaccession a specimen at the request of the donor.

### 6.20 Procedures for Deaccessioning:

The CFDC must ensure that:

- A proposal for specimen deaccessioning initiated by the Curator or Collections Manager has been submitted to the Executive Director/General Manager and governing Board of Directors for approval and must be documented within the board meeting minutes. Two designated Directors must sign the appropriate documents. If approved all documents must be recorded and obtained.
- The CFDC has legal title to the specimen prior to the commencement of deaccessioning and disposal.
- Serious, diligent and documented effort to locate owners has been made in the case of undocumented material.
- There are no legal or legislative restrictions associated with the specimen when it was acquired, prohibiting deaccessioning.
- Specimens for which a request for return, restitution or repatriation may possibly arise in the future and are to be considered on a case-by-case basis.



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## Canadian Fossil Discovery Centre

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- Full documentation of the specimen prior to deaccessioning including a recent catalogue record is conducted. All documents are to be obtained by the CFDC with an image of the specimen.
- A copy of the recent documentation of the specimen is to be provided to the recipient of the deaccessioned specimen.

### 6.30 Procedures for Disposition:

The CFDC must display efforts to ensure the deaccessioned specimens remain within the public domain through gift, exchange or sale with other museums, universities or public institutions before other means of disposal. Emphasis should be placed on retaining the specimen within the community and Manitoba and then Canada.

On no occasion will volunteers, staff, Board of Directors, their family members or any organizations associated with any financial support be permitted to purchase any specimens for disposal, nor will the specimens be sold on the CFDC premises.

If a specimen is to be disposed, the Board of Directors may consider notifying the original donor as a courtesy. If the specimen is to be for sale as a method of disposal, intention of the disposal should be made public at least 3 months in advance through appropriate media.

All tags or markings that will identify the specimen from the CFDC must be removed prior to disposal.

The following are methods for the disposition of deaccessioned specimens from the CFDC collection:

- I. Exchange** – exchange the specimens with another museum, university or public institution.
- II. Gift** – donation/transfer of specimen to another local, provincial or national museum, university or public institution.
- III. Sale** – sale of disposition specimens is outlined by the following means in order of preference:
  - to a museum, university or public institution or the original donor
  - through a publicly advertised auction
  - through a dealer, established and reputable



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# Canadian Fossil Discovery Centre

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All funds acquired from sales must be used to support the CFDC collection. New items purchased for the collection through these funds must show acknowledgement to the original owners.

- IV. Internal Transfer** – transfer of the specimen within the CFDC for non-collection use (e.g. destructive analysis, school/education etc.).
- V. Destruction** – the specimen is to be destroyed when no other method of disposal is possible. Destruction must ensure the specimen cannot be reconstructed in any way. Two witnesses must be present to observe the destruction.

The Deaccessioning Policy of the Canadian Fossil Discovery Centre may be amended only on the recommendation of the governing Board of Directors by a majority of members present at an Annual Meeting or at a meeting of members called for that purpose.

## **7.00 Conservation Policy**

The Canadian Fossil Discovery Centre (CFDC) recognizes the importance of preserving the collections entrusted to its care by delegating a Collection Manager who is responsible for the care and management of the fossil collection; demonstrating a commitment to establish and maintain modern professional museum standards for temperature, humidity, and lighting controls; a commitment to protecting the collection from fire, flood, vandalism, theft, pests, poor handling and improper display conditions; a commitment to clean, orderly, and safe storage; a commitment to collaborate with and seek guidance from qualified experts in conservation (e.g. Manitoba Heritage Conservation Service, the Society for the Preservation of Natural History Collections, the Society of Vertebrate Paleontology, etc.) before undertaking cleaning, repair, or restoration of fossil specimens; a commitment to keep and maintain accurate records of any alterations, repairs, and/or fossil preparation; and a commitment to undertake professional development training via courses, workshops, and attending professional conferences and symposia to improve our knowledge in the care and handling of the fossil collection.

### **7.10 Role of the Collection Manager**

The Collections Manager is expected to follow the direction that is provided by the Curator. The Collection Manager is responsible for the overall preservation, documentation and management of the CFDC's fossil collection both in the field and the museum. The Collection Manager will accession, deaccession, collect specimens, process loans, complete reports and appropriate forms, care for the collection in terms of storage, maintenance and security and public access to designated individuals. The



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Collection Manager will work closely with the Curator and the Collections Management Policy.

## **7.20 Environmental Control Management**

The Collection Manager will install and continually upgrade temperature and humidity monitoring devices in the collection room and monitor and record the temperature and relative humidity on a daily basis. The Collection Manager will also work on granting to obtain and install environmental controls for the fossil collection while stored in the collection room and while on exhibit. Lighting controls should be installed in accordance with modern professional techniques and standards for the care and conservation of the fossils and all associated material while on display and in storage.

## **7.30 Protection and Security**

The CFDC houses Canada's largest collection of marine reptile fossils and as such, the protection and security of the collection must be constantly maintained. As part of the Conservation Policy, the Collection Manager will oversee and be responsible for the protection of the collection during storage or transport, and protection from rot, decay, pests, fire, flood, tornado, etc., and for taking the necessary security measures to protect the collection against vandalism and theft.

## **7.40 Collaborative Guidance**

Whenever possible and relevant, the CFDC will seek out collaborative guidance from qualified and recognized experts in specific fields to enhance the CFDC's current techniques before undertaking any cleaning, repair, or preparation of unfamiliar fossils. Visiting researchers and laboratory technicians, as well as conferences and symposia, are some examples of occasional guidance opportunities. The Manitoba Heritage Conservation Service, the Society for the Preservation of Natural History Collections, and the Society of Vertebrate Paleontology are the CFDC's preferred organizations to seek guidance and expertise from regarding vertebrate fossil collections and efforts will be made to consult with these organizations when appropriate.

## **7.50 Record Keeping**

As a steward for the province of Manitoba's vertebrate fossils, the CFDC holds a strong commitment to maintaining proper up to date record keeping practices concerning all aspects of the collection. From field collection data to research data and laboratory work



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# Canadian Fossil Discovery Centre

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sheets, records will be kept on any alterations or repairs during preparation. Records will be kept for each specimen in both a digital (electronic) and hard copy format at the CFDC while a second backup copy of the digital collection records will be stored at the Town of Morden Office.

## **7.60 Professional Development**

To demonstrate the CFDC's commitment to the handling, conservation, and care of the collection, the Collection Manager, staff, and volunteers working with objects from the collection should seek out professional development courses, workshops, conferences, and symposia so as to keep up with modern practices and techniques while becoming increasingly more knowledgeable and proficient in the overall management and conservation of the fossil collection.

## **8.00 Policy Review**

Every 2 years the Board of Directors will review the Collections Management Policy of the Canadian Fossil Discovery Centre Inc. at the last meeting of the year.



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# Canadian Fossil Discovery Centre

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## 9.00 References

Association of Manitoba Museums. 1990. *Standards for Manitoba Museums*

Canadian Museums Association. 1999. *Canadian Museums Association Ethical Guidelines*; <http://www.museums.ca/Cmal/About/CMA/ethics/introduction.htm>

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University of Alberta Museums. 2001. *Policy for the University of Alberta's Museums and Collections*; [http://www.museums.ualberta.ca/museums/policy/policy\\_museums\\_collections2001.pdf](http://www.museums.ualberta.ca/museums/policy/policy_museums_collections2001.pdf)



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# Canadian Fossil Discovery Centre

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## Field Collection Policy

The Canadian Fossil Discovery Centre (CFDC) houses Canada's single largest collection of marine reptile fossils. As the leading paleontological institution in the province of Manitoba, it is the duty of CFDC paleontologists to ensure that all fossil and geological specimens are collected in a professional manner and that proper field data such as geographic, stratigraphic, sedimentologic and taphonomic information is obtained. The present fossil collection, although quite extensive, was collected under very different conditions than today. Active mining of bentonite deposits prompted the crews of old to recover the specimens rapidly in order to avoid their destruction. There was no time to record exact location, position, fossil association, type of sediments, etc. Sadly, this data was lost forever. Paleontologically, this type of information is as valuable as the bones themselves.

It is therefore important to develop and implement proper collection and curation procedures, keeping in mind that in the future, universities will use our facilities for academic purposes. **All** field personnel (staff and volunteers) collect on behalf of the Canadian Fossil Discovery Centre (CFDC). Therefore specimens must be collected according to established protocol. For the purposes of this policy, the term "specimens" refers to all fossil and geological specimens as Heritage Objects as per the Manitoba Heritage Act.

Field collection protocol at the Canadian Fossil Discovery Centre (CFDC) will abide by the Society of Vertebrate Paleontology (SVP) Bylaw Article 12: Code of Ethics (See Appendix A) and work in conjunction with the Manitoba Heritage Act. The collection of specimens on behalf of the CFDC is outlined by the following protocol:

-The removal of specimens from any site must first be approved by the curator, or collection manager.

### \*\*EXCEPTION FOR PURPOSES OF RISK ASSESMENT AND FOSSIL RESOURCE MANAGEMENT\*\*

If an individual permitted to collect on behalf of the CFDC discovers a specimen in which direct or indirect risk and/or harm exists to the specimen's preservational well-being from chemical or mechanical forces, the individual may take it upon themselves to collect the specimen without prior approval of the Curator or Collection Manager in order to ensure the immediate preservation of said specimen. Examples include but are not limited to: A situation where a unique fossil specimen is discovered near a game trail or All-Terrain Vehicle (ATV) track;



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## Canadian Fossil Discovery Centre

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-All museum personnel including Board Members, staff and volunteers must agree to all the conditions outlined below and receive a training field session with the Curator or Collection Manager before searching for fossils on behalf of the Canadian Fossil Discovery Centre.

-Use of the collection kits is mandatory. Any given specimen can never have too much associated data. The kits give a summary of the geology and the geography of the escarpment area. The kits also contain a copy of the Heritage permit for the current field season, specimen cards and note sheets to assist individuals in taking detailed notes. Collection kits will only be supplied by the Curator.

-All fossils are "Heritage Objects" as stipulated in the Heritage Act. The location of a specimen or a new site must be marked and recorded appropriately prior to site evaluation with a handheld GPS unit and using the CFDC coordinate format for that particular season/project (i.e. decimal degrees).

-Only the areas designated on the Heritage Permit may be surveyed within a particular field season.

-All personnel, including board members, staff, and volunteers are only permitted in the field on museum time and business and with the knowledge and consent of the permittee. No individual shall go to the field sites of their own accord, or take any guests, without the prior written consent of the permittee. This will keep with proper paleontological standards and ensure safe and proper access to museum excavation sites, and will minimize trespassing and site vandalism.

-Site evaluation will include mapping, GPS location, level survey, grid system, photos and scale drawings of the site and individual specimens.

-Once all the data is recorded, a decision will be made on the proper procedure for removal/transport. (Example: polyvinyl consolidants and cyanoacrylate glues do not work on damp specimens). If damp specimens must be removed from a site, proper drying techniques must be followed in the lab.

-All field activities must be logged and field notes turned in or copied and entered into the Field notebook at the museum in a timely manner.

-As stated in the Manitoba Heritage Act, all vertebrate fossils within the province are heritage objects. Provincial fossil laws dictate that all fossils discovered after May 12<sup>th</sup>, 1986 are the property of the Crown. As such, no individual, including board members, staff, and/or volunteers, shall maintain or possess a personal collection of vertebrate fossils from Manitoba which were collected under the Canadian Fossil Discovery Centre (formerly Morden District Museum) permit. This restriction does not



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## Canadian Fossil Discovery Centre

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apply to any fossils which did not originate from Manitoba, or to any fossils discovered and collected within Manitoba prior to May 12<sup>th</sup>, 1986.

-All material (consolidants, adhesives, plaster etc.) must be signed out and returned to the museum according to the sign out sheet.

-The specimens must be taken back to the museum in a timely manner so they can be properly identified, preserved and catalogued.

Most of the procedures outlined above are the basis of good paleontological field work. Modifications will be made, as necessary to suit the unique conditions of field work encountered on the escarpment.

Should an individual breach the guidelines outlined above, the Curator/Acting Curator may first issue a written warning. If these guidelines continue to be breached, the Curator may then assign a probationary period not to exceed 90 field season days to an individual found to be in breach of CFDC's Field Collection Policy. Furthermore, the Curator, or Acting Curator, has the sole authority to relieve an individual of collecting privileges on behalf of the CFDC should that individual be in violation of the CFDC Field Collection Policy. The decision regarding whether or not a breach of this policy results in a probationary status and/or relief of collecting privileges will be the sole responsibility of the Curator or Acting Curator; as such situations may arise on a case-by-case basis.

I, \_\_\_\_\_, a, \_\_\_\_\_,  
of the Canadian Fossil Discovery Centre, fully understand and agree to fully comply with the above procedures and will not in any way jeopardize the collecting and/or the agreement the museum has with the Heritage permit.

\_\_\_\_\_  
Name of Collector

\_\_\_\_\_  
Signature of Collector

\_\_\_\_\_  
Name of Curator/Acting Curator

\_\_\_\_\_  
Signature of Curator/Acting Curator

\_\_\_\_\_  
Date



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# Canadian Fossil Discovery Centre

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## APPENDIX A

Society of Vertebrate Paleontology

Member Bylaws on Ethics Statement

### ARTICLE 12. CODE OF ETHICS

#### Preamble

Several goals for the Society of Vertebrate Paleontology follow from its mission statement (Articles of Incorporation, Article 2, Section 1):

1. To advance the science of vertebrate paleontology throughout the world;
2. To serve the common interests and facilitate the cooperation of all persons concerned with the history, evolution, ecology, comparative anatomy and taxonomy of vertebrate animals, as well as the field occurrence, collection and study of fossil vertebrates and the stratigraphy of the beds in which they are found;
3. To support and encourage the discovery, conservation and protection of vertebrate fossils and fossil sites;
4. To foster the scientific, educational and personal appreciation and understanding of vertebrate fossils and fossil sites by avocational, student and professional paleontologists and the general public.

Fossil vertebrates are usually unique or rare, nonrenewable scientific and educational resources that, along with their accompanying contextual data, constitute part of our natural heritage. They provide data by which the history of vertebrate life on earth may be reconstructed and are one of the primary means of studying evolutionary patterns and processes as well as environmental change.

#### Section 1. Professional standards in collection of fossils

It is the responsibility of vertebrate paleontologists to strive to ensure that vertebrate fossils are collected in a professional manner, which includes the detailed recording of pertinent contextual data, such as geographic, stratigraphic, sedimentologic and taphonomic information.

#### Section 2. Adherence to regulations and property rights

It is the responsibility of vertebrate paleontologists to assist government agencies in the development of management policies and regulations pertinent to the collection of vertebrate fossils, and shall comply with those policies and regulations during and after



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## Canadian Fossil Discovery Centre

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collection. The necessary permits on all lands administered by federal, state, and local governments, whether domestic or foreign, must be obtained from the appropriate agency(ies) before fossil vertebrates are collected. Collecting fossils on private lands must be done only with the landowner's consent.

### Section 3. Fossil preparation

Fossil vertebrate specimens should be prepared by, or under the supervision of, trained personnel.

### Section 4. Deposition of fossil specimens

Scientifically significant fossil vertebrate specimens, along with ancillary data, should be curated and accessioned in the collections of repositories charged in perpetuity with conserving fossil vertebrates for scientific study and education (e.g., accredited museums, universities, colleges and other educational institutions).

### Section 5. Publication and education

Information about vertebrate fossils and their accompanying data should be disseminated expeditiously to both the scientific community and the interested general public.

### Section 6. Commercial sale or trade

The barter, sale or purchase of scientifically significant vertebrate fossils is not condoned, unless it brings them into, or keeps them within, a public trust. Any other trade or commerce in scientifically significant vertebrate fossils is inconsistent with the foregoing, in that it deprives both the public and professionals of important specimens, which are part of our natural heritage.



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# Canadian Fossil Discovery Centre

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## **Conflict of Interest Policy**

### **1.00 Preamble**

It is important that our practices and decisions are without suspicion or influence and avoid any appearance of impropriety, which may raise concerns within or outside the organization. The policy is designed to ensure an organization's reputation for integrity of decisions. As a result, this policy addresses conflicts of interest, real or perceived.

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to the Canadian Fossil Discovery Centre, or result in personal financial, professional, or political gain on the part of such persons at the expense of the Canadian Fossil Discovery Centre or its members, supporters, and other stakeholders.

### **2.00 Implementation**

This policy will be conveyed to staff and all new board and committee members.

The first agenda item of board and committee meetings will be a declaration of conflict of interest.

Members, including staff, will be asked to verbally declare conflict of interest and to identify which agenda items that are in conflict. The minutes of the meeting will reflect declared conflicts. If the member is unsure, he/she will ask for clarification and the chair will determine if there is a real or perceived conflict.

When there is a conflict, the member will refrain from all discussion pertinent to the subject and abstain from voting.

It is the responsibility of board and committee members to raise concerns they may have regarding conflict of interest with a member who is perceived to be in conflict. If there are still concerns, it is their responsibility to convey these concerns to the chair.

Board, volunteers and staff are prohibited from accepting personal gifts from current and prospective providers of services or goods and grantees with the exception of occasional hospitality or other benefits of a nominal value.



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## Canadian Fossil Discovery Centre

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Board members, volunteers and staff are prohibited from using privileged information gained in their role for personal or professional gain.

**Monitoring:** This policy will be reviewed as needed.

**Board Acceptance:** This policy was approved/ on June 11, 2009 by the Canadian Fossil Discovery Centre's Board of Directors.



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# Canadian Fossil Discovery Centre

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## Personnel Policy

### **Foreword**

All employees are important to the functioning of the Canadian Fossil Discovery Centre Inc.

The service that you render is of a very special nature. The users and patrons of the Canadian Fossil Discovery Centre Inc. are very important individuals and every effort should be made to give them the service they require. You have a roll to fill and every task deserves your individual attention.

Courtesy, service, thoughtfulness, honesty, respect and dignity must always be foremost in the minds of all personnel. The presence or absence of these qualities will be on public display, and our citizens will judge the Centre by your conduct.

The Centre is interested in your well-being and hopes that your employment with the Centre will prove to be a pleasant experience and that you will always be conscious of your relationship with the public.

The Chair and Board  
Canadian Fossil Discovery Centre Inc.



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# Canadian Fossil Discovery Centre

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## 1.00 Objectives & Organization

### 1.10 Purpose, Values and Image

#### Our purpose is:

- ⇒ To maintain and enhance the quality of life for all Centre visitors, researchers and staff by providing affordable services in an efficient and courteous manner.
- ⇒ To provide an environment where clients and the general public are comfortable and offered a valuable and entertaining learning experience.
- ⇒ See attachment for details on Centre role, mandate, etc.

#### We value:

Commitment to excellence  
Fair and equitable practice  
People (Staff)  
Accountability

Honesty  
Respect for others (Courtesy)  
Fiscal Responsibility

#### Passion:

Our leadership and integrity will foster a sense of community identity, spirit, pride and culture creating a success that will clearly benefit all citizens and visitors.

We want to be the best small Museum in Canada with the best Staff.

We want to be:

Successful  
Well Organized  
Committed to Teamwork  
Progressive  
Trust Worthy

Professional  
Safe  
Cost Effective  
Courteous  
Friendly



# Canadian Fossil Discovery Centre

## **Responsive/Responsible/Accountable**

The objective of the Centre is to provide our clients with an attractive, enjoyable and safe environment in which to undertake research, recreation, education and preservation activities related to the pre-history and pioneer period of life along the Manitoba Escarpment in Southern Manitoba, with particular focus on fossil (paleontological) specimens of marine life from the Cretaceous period (80 million years ago). The co-operation and support of the individual employees is essential to realize this objective and to do so at the most reasonable expense to the Centre's clients. Our primary objective is

**To Serve Well** and with this in mind:

- (a) Every employee is expected to show care and economy in the use of Centre supplies and equipment.
- (b) Every employee is a Centre representative and as such should be very conscious of the importance of his/her relationship with the public.
- (c) The Centre Board is constantly striving to improve services and efficiency. Suggestions for improving services will always be welcomed by the Centre Board and management.

## **1.20 Organization of the Canadian Fossil Discovery Centre Inc.**

The Organization Chart (Appendix "A") shows the area of responsibility and the authority relationship between the various employees of the Centre. Lines of authority must be followed in seeking a solution to any employee concerns. Such concerns should first be discussed with the immediate supervisor (as set forth in the Organization Chart) prior to being discussed with the Board. This should not, however, detract from the co-operation and harmony between employees.

The General Manager is responsible to recruit, develop and evaluate all other staff. The General Manager approves the appointment, demotion, or dismissal of Centre employees, as well as all compensation administration, within established personnel policy and budget guidelines.

The Centre Board is the final authority and it shall define areas of responsibility as it sees fit from time to time.

## **2.00 Applications**

All applicants seeking employment with the Centre shall be required to file an application in writing, and complete a standard Application for Employment form



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# Canadian Fossil Discovery Centre

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as provided by the Centre. Interviews may be given in advance of actual hiring of an applicant and reference checks will be conducted prior to employment being offered.

### **3.00 Probationary Period**

**3.10** All new employees shall serve a probationary period of six (6) months actually worked.

**3.20** The probationary period may be extended by the Centre for a further three (3) months of actual work. Employees shall be advised in writing of the terms of the extended probationary period. Where a probationary period is being extended, the Centre (or General Manager) will endeavor to provide the employee with a written performance evaluation, and shall endeavor to discuss it with the employee.

**3.30** An employee's employment may be terminated without any notice or wages in lieu of notice at any time during either the employee's probationary period or extended probationary period.

### **4.00 Hours of Work & Overtime**

#### **4.10 Hours of Work**

(a) The normal hours of work for all permanent full-time non-management employees shall be as follows:

The General Manager will schedule the hours of work for employees. Such employees shall normally work a minimum of thirty-five (35) hours per week, and shall receive a one (1) hour unpaid lunch break.

(b) The normal hours of work for all permanent full-time employees shall be as follows:

The General Manager and other management employees shall normally work a forty (40) hour workweek. However, they are responsible for working the days of the week and the hours of the day that may be required to ensure the proper and efficient performance of their duties, and accordingly, they may be required to work in excess of the normal work week.



# Canadian Fossil Discovery Centre

(c) All managers shall keep an account of the hours worked by employees in their department and shall deliver such records to the Centre accountant as soon as possible after the end of each pay period.

## **4.20 Overtime**

- (a) Overtime shall be defined as all authorized time worked by non-managerial employees in excess of eight (8) hours in a day or forty (40) hours in a week. Such authorization shall be in writing and shall be submitted on a form and in accordance with procedures that are adopted by the Centre with respect to the approval and reporting of overtime. Employees shall, where possible, obtain such authorization in advance of any overtime being worked. Where advance authorization is not possible, authorization must be obtained within twenty-four (24) hours of the additional time having been worked.
- (b) Where a non-management employee is required to work overtime, that employee shall, at his/her option be entitled to either of the following:
  - (i) Pay at the rate of one and one-half times his/her regular hourly rate of pay; or
  - (ii) Equivalent time off with pay to be taken within sixty (60) days after the day on which that employee worked the overtime hours, or at such later date as mutually agreed on between the General Manager and the employee.

## **5.00 Salaries & Pay Periods**

### **5.10 Salary Compensation**

Salary will be subject to negotiation with the Board and/or General Manager, as appropriate.

### **5.20 Pay Periods**

All employees will be paid on a bi-monthly basis. Where an employee works for less than a full month the salary or wage will be pro-rated relative to the length of time worked.

## **6.00 Call Out Policy**



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# Canadian Fossil Discovery Centre

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Employees who are required to be available for call out will be compensated in accordance with the Centre's Call Out Policy as adopted from time-to-time.

## **7.00 Dress Code**

Employees are expected to present a clean, neat general appearance at all times and are required to dress appropriately for the duties assigned to their respective positions.

## **8.00 Safety**

The Centre is proud of its safety record and of the safe working conditions it provides for its employees. Employees are urged to follow common sense, safety practices and to report any unsafe conditions, defective working tools, or equipment to your Supervisor. Any and all accidents, no matter how small, shall be reported immediately to your Supervisor.

## **9.00 General Holidays**

**9.10** The following general holidays shall be granted with pay, to all permanent full-time employees:

<i>New Year's Day</i>	<i>Good Friday</i>
Victoria Day	Canada Day
August Civic Holiday	Labour Day
Thanksgiving Day	Remembrance Day
Christmas Day	Boxing Day

and such other holidays as may be proclaimed by Federal, Provincial, and/or Civic Governments.

**9.20** Employees who are required to work on any of the above holidays shall be paid overtime rates for all hours worked and shall receive an alternate day off with basic pay within sixty (60) days following the holiday.

**9.30** In order to be eligible to receive the general holiday with pay, the employee must work the full scheduled workday before and after the holiday, and must have



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- worked for part of all of at least fifteen (15) days during the thirty (30) days immediately preceding the holiday.
- 9.40** When a holiday occurs during an employee's annual vacation, an extra day's vacation shall be added to the employee's vacation.
- 9.50** When a holiday falls on an employee's regular day off, the employee shall be granted another day off, such time to be taken within sixty (60) days unless otherwise mutually agreed upon between the Supervisor and the employee.
- 9.60** Employees other than permanent full-time employees will be entitled to general holidays in accordance with the provisions of the Provincial Employment Standards Code.

### **10.00 ANNUAL VACATION**

- 10.10** All permanent full-time employees shall be entitled to the following vacations with pay:
- (a) After the completion of the first (1<sup>st</sup>) year of service, up to and including the employee's second (2<sup>nd</sup>) year of service - two (2) weeks.
  - (b) After the completion of the employee's third (3<sup>rd</sup>) year of service, up to and including the employee's ninth (9<sup>th</sup>) year of service - three (3) weeks.
  - (c) After the completion of the employee's tenth (10<sup>th</sup>) year of service, up to and including the employee's seventeenth (17<sup>th</sup>) year of service – four (4) weeks.
  - (d) After the completion of the employee's eighteenth (18<sup>th</sup>) year of service and each successive year of service thereafter – five (5) weeks.
  - (e) After the completion of the employee's twenty fifth (25<sup>th</sup>) year of service and each successive year of service thereafter – six (6) weeks.

For the purpose of this section “years of service” shall mean the accumulated total service being the sum of each full year of service with the Centre, continuous or broken by approved leave of absence or lay-off, but not service broken by a termination of employment.

- 10.20** In order to qualify for the foregoing vacations with pay, an employee must have been actively at work for a minimum of eighteen hundred (1,800) hours during the calendar year in which such vacations would be earned. If an employee is not actively at work for the minimum eighteen hundred (1,800) hours during that



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calendar year, he/she shall receive in lieu of vacation with pay (unless the Council otherwise directs) vacation pay calculated as a percentage of his regular earnings during the aforesaid period. The percentage shall be as follows:

- Two weeks entitlement - four percent.
- Three weeks entitlement - six percent.
- Four weeks entitlement - eight percent.

All years of service shall be determined as of December 31st in any calendar year.

For the purpose of granting vacations, the anniversary date of an employee taking more than one month's leave of absence shall be adjusted in accordance with the amount of time that the employee is on leave of absence.

- 10.30** Employees other than permanent full-time employees will be entitled to vacation or vacation pay in accordance with The Vacations with Pay Act.
- 10.40** Employees will take their vacation at a time designated by their Supervisor. Vacation schedules will be arranged by the Supervisor in cooperation with his/her staff so as to attempt to ensure that both the wishes of the employees and staffing requirements of the Centre are met.
- 10.50** All employees shall advise the General Manager or Board, as appropriate, of the times that they will take vacation.
- 10.60** Where an employee is entitled to receive more than three weeks vacation in any one year, not more than three weeks of successive vacation shall be taken at any one time, except with the prior approval of their supervisor.
- 10.70** Vacation carry over from year to year is not encouraged, however the Centre recognizes that there will be individual circumstances from time to time that may create the need to do so. Employees shall be entitled to carry over up to five (5) days vacation entitlement from one year to the next. Any carry over exceeding this amount requires approval of the General Manager or Board. Request for this approval shall be filed with the General Manager/Board by October 31<sup>st</sup> of each year.
- 10.80** The General Manager shall provide the Centre accountant with a copy of the Vacation Schedule for entry in the Central Vacation Register.

### **11.00 Sick Leave**



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**11.10** Effective December 31, 2003 all permanent full-time employees shall be granted one sick leave credit for every past two months of employment, to a maximum of 36 such credits.

All full-time employees shall accumulate sick leave credits at the rate of one day per month for all months worked subsequent to December 31, 2003. In no event, shall an employee accumulate more than 75 sick leave credits in total.

Sick leave credits shall not accumulate during periods when an employee is not actively at work.

**11.20** An employee shall be entitled to utilize sick leave credits when absent from work by virtue of being sick or disabled, or because of an accident. However, sick leave credits cannot be utilized in the following circumstances:

- (a) If the employee is eligible to receive a disability pension or
- (b) If the employee is absent on account of pregnancy or a pregnancy related illness during the period starting 11 weeks prior to the expected date of delivery and ending six weeks following the actual date of delivery; or
- (c) If the employee is not scheduled to be at work at the time of his illness, disability or accident, as for example, if he/she is on vacation, layoff or leave of absence.

**11.30** In order to utilize sick leave credits, an employee may be required to submit, either during his illness or upon returning to work, a medical report from a duly qualified medical practitioner certifying that the employee was or is unable to carry out his duties due to illness and/or is now able to return to his regular duties. If the Centre is not satisfied with the medical report, which is provided, it may require that the employee undergo a medical examination by a doctor appointed by the Centre.

If an employee fails to provide a medical certificate upon request, he shall not be entitled to utilize sick leave credits with respect to the period of absence.

**11.40** An employee who is unable to attend work because of being sick or disabled or because of an accident shall notify his/her supervisor as soon as possible on the day that he/she is unable to attend work. The employee must also advise his/her supervisor, as far in advance as possible, of the date on which he/she will be able



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to return to work. Where the absence will be of some duration, the employee must apprise his/her supervisor, on a regular basis, of his/her ongoing condition.

### **12.00 Compassionate Leave**

**12.10** In the event of the death of an employee's spouse, child or parent, leave of up to five (5) days with pay will be allowed either to arrange and attend the funeral, or to settle the estate within a one (1) year period of the death. In the event of the death of an employee's, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, or grandchild, leave of three (3) days with pay will be allowed to arrange and attend the funeral, or to settle the estate within a one (1) year period of the death.

Additional travel time with pay may be granted, in addition to the leave mentioned above, where the employee must travel to attend the funeral.

**12.20** At the discretion of Management, a permanent full-time employee may be granted a compassionate leave with or without pay to attend the funeral of any other relative or person not mentioned in clause 12.01 of this section.

**12.30** Except where an employee has chosen to utilize the compassionate leave for the purposes of settling estate matters, he/she shall not be entitled to utilize the leave if he would otherwise have been absent from the workplace on account of vacation, illness or other leave of absence at the time of the death or funeral of the member of his/her immediate family.

### **13.00 Leave of Absence Without Pay**

**13.10** Employees may upon approval of their Supervisor, be entitled to receive a leave of absence without pay, that is no greater than two (2) days in duration. All other leaves of absence, without pay, must have the prior approval of the General Manager or Board. Such leaves will not be granted unless the General Manager/Board is satisfied that the special circumstances related to a request warrant their approval of the request.

**13.20** During an approved leave of absence, employees will retain whatever benefits they may have as at the start of their leave of absence.

### **14.00 Employee Training & Development**



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The Centre is committed to providing employees the opportunity for continuous learning and growth as a benefit not only to the Centre, but also to the employee. For each employee, the annual performance evaluation process will identify goals and objectives for professional development. Upon approval by the General Manager/Board and subject to approved budget, employees may be authorized, to attend conventions, seminars, courses and meetings deemed necessary or beneficial to the operations of the Centre.

The Centre will pay for tuition, examination fees and out-of-pocket expenses for employees enrolled and participating in professional development required to build skills for the current job and offer a 50% reimbursement of non-required, but work related courses. Special leave with pay may be granted to employees for the writing of an examination in an approved course. Professional development costs must be planned for annually in the Centre Budget.

## **15.00 Professional Association Fees**

Upon approval by the General Manager/Board, the Centre, subject to annual budget allotments, may pay for professional association fees

## **16.00 Travel Expense Reimbursement**

Reasonable “out of pocket” expenses will be reimbursed for travel on behalf of the Centre. Claim for reimbursement shall be made on the form prescribed and approved by the Centre. Employees using their personal vehicle for travel on behalf of the Centre shall be reimbursed the rate per kilometer as prescribed by resolution of the Board.

## **17.00 Long-Term Employee Recognition**

**17.10** Recognition of long-term employees of the Centre shall be given at 5-year intervals of continuous service.

**17.20** Recognition of long-term service shall be in the form as deemed appropriate by the Board, giving due consideration to the length of service involved.

**17.30** Any employee who retires after ten (10) years of continuous service with the Centre shall be recognized with some token of appreciation.



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**17.40** Whenever possible, employee recognition shall take place at such time and place where the majority of Centre employees and/or the Board are expected to be present.

## **18.00 Injury/Accident Reporting & Workers Compensation Benefits**

**18.10** Injury/accident reporting: In the event of an injury, get the required medical care. Report the injury to the museum office as soon as possible. An accident report will then be completed and filed for future reference by the board.

**18.20** Worker Compensation Benefits

## **19.00 Civic Liability**

**19.10** In action or proceeding is brought against any employee for an alleged tort committed by him/her in the performance of his/her duties, then the employee, upon being served with any legal process, or upon receipt of any action or proceeding as hereinbefore referred to, being commenced against him/her shall advise the Centre of any such notification or legal process.

**19.20** Upon the employee notifying the Centre in accordance with the preceding paragraph, the Centre and the employee shall forthwith meet and appoint Counsel that is mutually agreeable to both parties. Should the parties be unable to agree to Counsel that is satisfactory to both, then, the Centre shall if it so wishes, has full responsibility for the conduct of the action. The employee shall co-operate fully with appointed Counsel and shall comply with all of the provisions and responsibilities in any liability policy that may extend to cover such action or proceeding.

## **20.00 Performance Evaluation and Salary Reviews**

### **20.10 Performance Evaluations**

All employees of the Centre shall be evaluated at least once each year or more frequently if required, according to the following criteria:

(a) The General Manager is to be evaluated by the Board, who may seek input from staff, Centre colleagues and the general public.



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(b) All other employees are to be evaluated by the General Manager, who may seek input from the Board and staff.

Performance evaluations are to be completed using a format approved by the General Manager/Board. Once completed and discussed with the employee, a written copy, signed by the employee and supervisor shall be placed on the employee's personnel file.

The process of performance evaluation should be seen as an opportunity for the employee and employer to openly discuss issues related to the employee's performance. This also provides the employee an opportunity to confirm his/her satisfaction with the employer. The performance evaluation should simply confirm and record discussed performance from the past 12 months. There should be open, clear dialogue between the employee and his/her supervisor during the period being evaluated, reducing the "surprise" factor to zero or near zero.

## **20.20 Salary Reviews**

An employee may progress from step to step within an approved compensation schedule (to be developed), based on performance evaluation. Steps 1 through 3 are intended as starting steps depending on the individual circumstances. An employee must be meeting the minimum requirements of the job to qualify for Step 3, exceeding the minimum requirements of the job to qualify for Step 4 and perform at an outstanding level to qualify for Step 5.

## **21.00 Promotions & Transfers**

Consideration will be given to filling vacancies by the promotion or transfer of present employees. Merit and length of service will be factors in determining promotions. All promotions are at the discretion of the General Manager or Board as the case may be.

## **22.00 Request for Special Considerations & Employee Complaints & Concerns**

**22.10** All requests for special considerations and all employee concerns or complaints shall follow along the line of authority indicated on the Organization Chart set forth in Schedule "A" (to be developed).



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**22.20** Where the employee is not satisfied with the response of his/her direct supervisor, he/she may, within one (1) week, refer the matter to the next supervisor in the Organization Chart.

It is important to note that employee concerns are important to both Management and the Board. Issues of concern should be addressed as soon as is practical. Unresolved issues have a tendency to escalate into more significant conflict, hence the need to address concerns sooner rather than later.

### **23.00 Retirement**

The normal retirement date is the first day of the month, following an employee's sixty-fifth (65th) birthday.

### **24.00 Conflict of Interest**

What you do on your free time is your own business. However, if the Centre employs you in a full- or part-time capacity, the Centre will expect that your position here is your primary employment. Outside employment must be disclosed with the Centre and disclosure will be maintained on your personnel file.

As an employee serving the public, you must never engage in any business or transaction or have any financial or personal interest that is, or may appear to be, incompatible with the performance of your duties. You also must never use confidential information for the personal profit of yourself or others, or for the purpose of gaining promotion, or misusing public time in the pursuit of such objectives. You should not participate in political activities, which would negatively affect the performance of your duties. Any outside activity must not interfere with your ability to properly perform your job duties at the Centre.

### **25.00 Standards of Conduct**

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. At the Centre, we hold ourselves to a high standard of quality and feel that rules help to assure that quality is maintained.



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## Canadian Fossil Discovery Centre

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By accepting employment with us, you have a responsibility to the Centre and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend on fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

### **25.10 Unacceptable Activities**

Generally speaking, we expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of the Centre. If you have any questions concerning any work or safety rule or any of the unacceptable activities listed, please see your immediate supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, will provide grounds for immediate dismissal without warning:

- Willful violation of security or safety rules or failure to observe safety rules or Centre safety practices; failure to wear required safety equipment; tampering with Centre equipment or safety equipment.
- Negligence or any careless action, which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician which does not impair work performance.
- Unauthorized possession of dangerous or illegal firearms, weapons or explosives on company property or while on duty.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing the Centre; fighting, or provoking a fight on company property.
- Insubordination or refusing to obey instructions with respect to performing duties in a diligent manner or refusal to help out on a special assignment during regular hours.
- Threatening, intimidating or coercing fellow employees on the premises – at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property, or the property of fellow employees, customers, suppliers, or visitors in any manner.



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- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; willful falsification or misrepresentation on ones application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by the Centre; alteration of company records or other company documents.
- Violating the non-disclosure agreement; giving confidential or proprietary Centre information to competitors or other organizations or to unauthorized Centre employees; working for a competing business while a Centre employee; breach of confidentiality of personnel information.
- Interfering with another employee on the job, willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on company property.

Occurrences of any of the following activities, as well as violations of any Centre rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive.

- Unsatisfactory or careless work; failure to meet production or quality standards as explained by management; mistakes due to carelessness or failure to get necessary instructions.
- Any act of harassment, sexual, racial or other.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of management; stopping work before time specified for such purposes.
- Sleeping on the job or loitering and loafing during working hours.
- Smoking in restricted areas.
- Failure to report an absence or late arrival, excessive absence or lateness.
- Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on company premises.
- Speeding or careless driving of company vehicles.
- Failure to immediately report damage to, or an accident involving company equipment.
- Failure to use your timesheets; alteration of your own records or attendance documents; altering another employee's timesheet or records, or causing someone to alter your timesheet or records.

### 25.20 Disciplinary Actions



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The following three-step process is a guideline for dealing with problems in conduct or competence. Under normal circumstances, supervisors and directors are expected to follow the three-step guideline outlined below. There may be particular situations, however, in which the seriousness of the offense justifies the omission of one or more of the steps.

### Step one: First Written Reminder

Your immediate supervisor will meet with you to discuss the problem, making sure that you understand the nature of the violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also reminds you that it is your responsibility to meet that expectation.

The discussion will be recorded in a memo, of which you will receive a copy. You will be informed that this is your First Written Reminder, which represents the first step of the discipline procedure. The original of the memo will be placed in your personnel file and this step will remain in effect for three months.

### Step Two: Second Written Reminder

If your performance does not improve within the three-month period established in Step One, your supervisor will discuss your performance with you. During this discussion, they will emphasize the seriousness of your actions and the need for you to immediately remedy these actions. Following the conversation, your supervisor will write a second memo to you summarizing the discussion. You will once again receive a copy of this memo and the original memo will be placed in your personnel file. The Second Written Reminder will remain in effect for six months.

### Step Three: Suspension

If your performance does not improve within the six-month period following the Second Written Reminder, or if you are again in violation of the same Centre practice, rule or standard of conduct, you will be placed on suspension. The suspension is the final step of the Centre disciplinary system.

The suspension is a one-day unpaid disciplinary suspension. Employees on suspension will spend the following day away from work. You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another similar disciplinary problem occurs within the next nine



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months, you will be terminated. An unwillingness to make such a commitment is grounds for termination.

### Discipline Deactivation

Step 1 of the guideline (First Written Reminder) remains in effect for three months.

Step 2 (Second Written Reminder) remains in effect for six months.

Step 3 (Suspension) remains ineffective for nine months.

If no further performance problems occur during the active period, the discipline procedure will be formally deactivated at the end of the appropriate time period. Your supervisor will initiate a memo advising you of the inactive status of discipline and, when appropriate, commend you for performance improvement.

### **26.00 Termination of Employment**

If your performance is unsatisfactory due to lack of ability, failure to abide by the Centre rules, or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal. Immediate dismissal, for cause, is not subject to advance notice.

A permanent employee may terminate employment with the employer by giving one pay period advance notice, in writing, of such termination of employment. Should the Centre wish to terminate the employment of an employee, without cause, the Centre does have a duty in common law to provide reasonable notice or pay-in-lieu of notice on termination, which may be greater than the statutory minimum. The statutory minimum notice is one pay period.

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Where there is any conflict between the policies adopted by the Centre and policies set forth in a statute of the provincial or federal government, the provincial or federal statute shall supersede such other policies.



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# Canadian Fossil Discovery Centre

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## Purchasing Policy

### **1.00 Purpose**

The purpose of this policy is to provide for the requisition of all services, supplies, materials, and equipment for the Canadian Fossil Discovery Centre Inc.

### **2.00 Purchases for the Canadian Fossil Discovery Centre Inc.**

Purchase Orders must be used for all orders placed with any supplier (vendor) providing any good and/or service to the Canadian Fossil Discovery Centre Inc.

Purchase Orders must be signed by the General Manager or his/her delegate.

The General Manager shall have the authority, according to the policies of the Centre, to financially commit the Centre to expenditures as outlined and approved within the annual financial plan.

Signing authority for Purchase Orders may be granted in writing to other employees at the discretion of the General Manager. The General Manager shall establish a purchasing limit for these employees, which shall not exceed the General Manager's own limit.

Vendors shall be notified that purchases made without an authorized Purchase Order number or signature of the General Manager or his/her designate will not be approved for payment.

Where available, purchase Orders should include the following information:

- name and address of supplier
- terms of sale
- detailed description of item/service being purchased
- price of item/service being purchased
- authorized signature



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### **3.00 Purchases of Goods or Services up to \$1000.00**

#### **i) Purchases under \$500.00**

These purchases may be made at the discretion of the General Manager.

#### **ii) Purchases between \$500.00 and \$1,000.00**

All purchases in the amount of \$200.00 to \$500.00 shall have at least three (3) price quotes, except in the case of repairs on equipment or specialized items where three suppliers are not available.

Wherever possible, businesses owned and located within the Town of Morden shall be contacted to provide a quote. The business that will be awarded the opportunity of providing the Centre a good/service will be based on: price of goods, cost of freight, length of time of delivery, quality of product, warranty, and service history and capabilities. The General Manager or authorized employee purchasing shall determine which price quote is the most beneficial for the municipality. A local quote that is higher yet within 10% of the lowest quote received may be accepted.

### **4.00 Purchases of Goods or Services over \$1000,00**

Purchases of goods or services where the amount exceeds \$1,000.00 shall be approved by the Board of Directors prior to purchase. The General Manager shall obtain at least three (3) price quotes for the Board's consideration, except in the case of repairs on equipment or specialized items where three suppliers are not available.

Wherever possible, businesses owned and located within the Town of Morden shall be contacted to provide a quote. The business that will be awarded the opportunity of providing the Centre a good/service will be based on: price of goods, cost of freight, length of time of delivery, quality of product, warranty, and service history and capabilities. The Board of Directors shall determine which price quote is the most beneficial for the municipality. A local quote that is within 10% of the lowest quote received may be accepted.

### **5.00 Tender or Request for Quotation**



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For major expenditures, the Board may consider implementation of either a Tender or a Request for Quotation process.

Unless circumstances dictate otherwise, the Tender or Request for Quotation documentation shall include:

- a pre-determined evaluation process with points assigned,
- a clean concise statement of the service or product requested,
- a section detailing the criteria for payment,
- third party liability, and
- a statement which indicates the Centre reserves the right to reject any and all bids.

The evaluation process may include criteria such as qualifications, technical proposal including methodology, prior business with the Centre, and cost.

Invitations to bid may be advertised. Where circumstances permit selective bidding, a short list of suppliers will be provided. Wherever possible, businesses owned and located within the Town of Morden that normally supply such goods and/or works shall be contacted to provide a tender.

## **6.00 Tender Openings**

Tenders shall be opened publicly. NOTE: Tender submissions that do not meet the terms, conditions, and specifications in accordance with the tender documents are to be rejected; unless the deviation is minor in nature (i.e. an obvious typographical error, etc.)

Tender submissions that are received after the advertised deadline, are to be returned unopened to the originator.

No alteration shall be made to a tender after the opening, except where such alteration can be decisively shown to be an error in computation or typing. The bidder shall be advised and asked to confirm the alteration in writing.

## **7.00 Awarding the Tender/Quotation**

Tenders and formal quotations shall be awarded using the Evaluation Process as specified in the tender or quotation documentation, and will be awarded by Board motion.



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With the awarding of a Tender, the Centre shall enter into an Agreement with the successful bidder.

The original bids, letters of award, and associated documentation are to be filed in the Canadian Fossil Discovery Centre Inc. offices. No information other than the price total stated in the tenders or quotations will be provided.



# Canadian Fossil Discovery Centre

## Organizational Chart

