



Policy Name: <p style="text-align: center;">RELATIONSHIPS WITH CONTRACTORS / OUTSIDE AGENCIES / MINISTRY UNITS</p>	Policy Number: <p style="text-align: center;">0966</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">FEBRUARY 19, 2020</p>
Reason for Revision: <i>Click on item below and select item from list.</i> <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New Policy. New format being used.</p>	Date Revised: <p style="text-align: center;">February 19, 2020</p> Next Date for Review: <p style="text-align: center;">February 19, 2023</p>
Section: <p style="text-align: center;">Section 09 - Administration</p>	Page No: <p style="text-align: center;">Page 1 of 5</p>

Policy

As part of its operational structure, program and business model, The Salvation Army Agape Hospice will engage in partnering agreements both formal and informal with government, outside agencies and other Salvation Army Ministry Units (MU's). Occasionally, short term contracts are required, such as the Gardner in the summer months. In all cases involving funding for social services provided, or where partnerships are with government, operating agreements / funding contracts will be established.

PRINCIPLES

- For The Salvation Army Agape Hospice, the primary funding agencies are Alberta Health Services (AHS) and The Salvation Army Red Shield Funds and Grants.
- Territorial Headquarters (THQ) – more specifically, “The Governing Council of The Salvation Army in Canada” on behalf of The Salvation Army Agape Hospice; has the official signing authority for all contracts, agreements, memorandums or letters of understanding.
- Contracts and agreements will be negotiated locally with the Executive Director as the local authority. No Agape Hospice Employee or Manager has the authority to negotiate a contract or agreement without the permission and oversight of the Executive Director.

POLICY ELEMENTS

1. New Contractual Relationship

- 1.1 Where a contract or agreement is for new services or for programs not currently being offered, or where it is attached to a program proposal, or where a funding agency is requiring a significant change in an existing contract, Divisional Headquarters (DHQ) will be consulted. DHQ may require the input and guidance of the THQ Legal Department or Divisional Executive Board.



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1.2 When the proposed or draft contract has been approved at the local level by the Executive Director and is ready for DHQ review and THQ review and signature – it will be forwarded with the appropriate Contract Cover Letter to DHQ.

2. Existing Contractual Relationships

2.1 The Executive Director is the official Agape Hospice contact with all outside agencies. For day-to-day operational matters, the E.D. at his/her discretion may assign a member of the Management team to act as primary contact with his/her lateral counterpart within outside partnering agencies.

2.2 The Executive Director or the member of Management he/she designates, will be responsible to ensure proper lines of communication are maintained with partner agencies. Reporting and information, as required under contract or agreement, is completed satisfactorily and forwarded as per specified deadlines.

2.3 All Agape Hospice operational and funding related contracts and agreements will be disclosure to Auditors.

3. Memberships / Participation on Outside Committees, Working Groups, Service Clubs, Associations

3.1 All memberships and participation on outside committees, working groups, service clubs and/or associations of any kind on behalf of The Salvation Army and/or Agape Hospice, or where it is reasonable to assume by virtue of the employee's position may have an impact on or be considered to be related to in any way The Salvation Army, must be requested in advance and approved by The Executive Director.

REQUIRED FORMS AND EQUIPMENT REFERENCES

Electronic forms location – FORMS
 Hardcopy forms location – Work area file cabinet.

1. Contract Cover Processing Sheet
2. What Goes Where and Who Signs What & General Corporate Information Sheet



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Procedure

Government Funding Contract Processes

Before sending your contracts in for processing, please do the following due diligence checks:

1. Correct Legal Name and How to Identify Your Ministry Unit

1.1 Ensure your funding contract has the correct legal entity listed as the party and, whenever possible, ask your funder to insert "on behalf of [name of your ministry unit] or "- [name of your ministry unit]" after the legal name.

1.2 The name of the legal entity is as follows:

THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA

1.3 Ensure your funding contract has the correct legal entity listed as the party. The preferred approach to identifying The Salvation Army in government funding contracts is as follows:

- a) THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA on behalf of [insert the name of your ministry unit]; or
- b) THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA - [insert the name of your ministry unit]

- If you notice the name of the legal entity is incorrect, please work with your funder representative to have the amendment made to reflect the correct name.
- Some funders insist on using only the legal name, without any reference to the ministry unit. If that is your funder's position, please let us know, and we will assess the impact of doing so.
- Please ask your funders **not** to insert the names and titles of signing officers into the funding contracts, as this can delay the turnaround time if the specific signing officers are not at THQ when your funding contract comes in. Instead, please ask them to have two (2) signature lines for our authorized signing officers.



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2. Sending Contracts to THQ for Signature

- 2.1 Ensure you take the time to correctly fill out and complete the most recent Contract Cover Processing Sheet. In particular, please ensure you provide:
- Your Responsibility Code;
 - Contact information for someone in your MU in case there are questions about your contract;
 - full contact information for the person to whom your signed contract should be returned, and;
 - A description of whether your funder requires hard copies or scanned copies of signed agreements. If your last funding contract was signed **before February 2018**, please also send us a scanned copy of your last funding contract. If your contract was renewed in 2018 or 2019, we should have copies on file and **do not need** you to send copies of the last funding contract.
- 2.2 If you are emailing contracts, please send 1 email per 1 contract to the legal representative at THQ.
- 2.3 If your funder requires hard copy originals, please forward those originals to us at your earliest opportunity so that we can review them and have them signed and returned in a timely way.

3. Returning Signed Contracts to Funder

- 3.1 To save time, minimize costs and ensure you get your funding as soon as possible, we will, **by default**, return the signed funding contract directly to the funder.
- 3.2 To that end, please ensure you provide us with the name and correct email address or mailing address of your funder representative so that we can return signed copies of funding contracts directly to them.
- 3.3 If you prefer that we return signed funding contracts to you so that you can forward them to your funder, please let us know and please provide us with the name and correct email address or mailing address of the person in your ministry unit.

4. What goes where and who signs what:

Under the changes that came into effect in February 1, 2019, the following are the most up-to-date procedures we ask all MUs to follow.



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4.1 Government Funding Contracts – Signed by Governing Council

- All government funding contracts, except for Canada Summer Jobs (and provincial wage subsidy contracts) must be signed by The Governing Council.

4.2 Other Types of Contracts – Signed by Divisional or Ministry Unit Leads

4.3 Practicum contracts with Post-Secondary Institutions – MU leads may sign Practicum Agreements following consultation with their Divisional Employee Relations team.

5. Renewals Without Changes

- Ministry Unit leads should send year over year renewals without changes directly to the THQ Legal Department, with a cc: to the Area Commander/DSSS (for information only).
- If the Legal Department notes changes the Ministry Unit overlooked, the Legal Department or the Social Services Department will contact the Ministry Unit lead, DHQ and other THQ departments as needed to ensure the changes are acceptable, or to request that the contract be amended, before it is submitted to Governing Council for signature.

6. Renewals with Changes or Amendments

- Ministry Units that receive a renewal with changes or an amendment to an existing government funding contract that impacts funding, staffing levels or the services to be provided must ensure their Area Commander/DSSS is aware of and supports the change before sending the government funding contract to THQ Legal for review and Governing Council signature.