



**POLICIES &
PROCEDURES**

SECTION 1 – INTRODUCTION

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SECTION 1 – INTRODUCTION

1.01 Overview

This document will establish the policies and procedures which will be followed by Community Futures Development Corporation of Peace Liard (CFDCPL), hereafter referred to as the “Corporation” and the Peace Liard Ventures Corporation (PLVC). CFDCPL is a non-profit corporation registered under the Societies Act in the Province of British Columbia. PLVC is an investment corporation incorporated under the Companies Act of British Columbia.

These policies and procedures shall guide the organization by providing an effective organizational system with an inherent flexibility which will allow the Corporation to creatively respond to unique situations. Interpretive differences shall be referred to the Board of Directors of CFDCPL for resolution.

From time to time certain components of the manual shall, by necessity, be modified to reflect changing circumstances and priorities. Proposed changes shall be sanctioned by the Board of Directors of CFDDPL prior to incorporation.

1.02 Expectations of CFDCPL

1. CFDCPL will function through two types of activities:
 - a. A profit-making activity – investments in the form of loans, loan guarantees and equity investments to viable small businesses in the community.
 - b. A non-profit-making activity – technical assistance, facilitating, sponsoring and promoting government and private community projects to develop employment opportunities in the community.
2. The success of CFDCPL shall require it to be highly visible and highly respected as a member of the Peace Liard business community. It is, therefore, essential that it be operated within the expectation of good management principles as follows:
 - a. Regular Strategic Planning sessions for the organization will be undertaken. These sessions will direct efforts to ensure that goals and objectives are addressed.

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- b. Physical, human and financial resources will be effectively organized to ensure maximum efficiency of use.
 - c. Selective mechanisms will be introduced to control resources as a protection from loss, misallocations or misuse.
 - d. Good human resource management principles will be followed so as to maximize motivation and productivity of staff.
 3. The Corporation shall be carried on without purpose of gain for its members and any profits or other accretions to the society shall be used for promoting its purposes.
 4. In the event of winding up or dissolution of the Corporation, any funds or assets remaining after satisfaction of its debts and liabilities shall be given or transferred to other non-profit organizations concerned with social problems or promoting economic development in the community. The transfer of funds will be the responsibility of the CFDCPL Board of Directors after acquiring all necessary approval from respective funding agencies. See Bylaw VI 6.1 for more information.
 5. It is intended that CFDCPL's activities will assist and complement the services of other community groups and agencies rather than duplicate existing services.

1.03 Mission and Goals of CFDCPL

1. Mission Statement

Community Futures Development Corporation of Peace Liard is a catalyst for community economic and social development for individuals, businesses and organizations of the region with an entrepreneurial focus for a sustainable, diversified, value-added economy.

2. Goals

- a. to assist with the development of a strategic plan for the community economic development of the region.

- b. to assist with the identification of opportunities for and impediments to the community economic development of the region and the communication of same to both public and private sector stakeholders.
- c. to provide technical, advisory and financial assistance to entrepreneurs and business ventures within the region.
- d. to encourage and facilitate the cooperation and participation of stakeholders and all levels of government toward the creation of a favorable climate for entrepreneurial, business and community economic development in the region.
- e. to assist with the development of human resource capacity of the region by encouraging education, training and employment opportunities and initiatives.
- f. to assist with the establishment of new business and the expansion and support of existing business.
- g. to assist, promote and contribute to the development of a healthy, sustainable and diversified economy for the region.

1.04 Geographical Boundaries

