

POLICIES

Location of Foundation Office

The office of the Registered Psychiatric Nurses Foundation Inc. is located at 1854 Portage Avenue, Winnipeg Manitoba R3J OG9. The general e-mail address of the Foundation is info@rpnf.ca

Meetings of the Board of Directors

The Registered Psychiatric Nurses' Foundation Inc. (RPNF) Board of Directors will meet no less than four (4) times a year.

Board meetings may be held in person or by telephone. An agenda prepared by the President will be circulated prior to the meeting. A quorum of 50% plus one is required to conduct any business.

Members of the public may attend any board meeting with prior notice of attendance to the President and with consent of the board.

Annual general meeting

The Registered Psychiatric Nurses' Foundation Inc. will hold a general meeting annually. The meeting may be held in conjunction with the College of Registered Psychiatric Nurses of Manitoba (CRPNM) annual general meeting and /or conference.

A notice of meeting will be published on the website minimum of 21 days before the meeting.

Copies of the audited financial statement and the minutes of the previous year's annual general meeting will be available for meeting participants.

Registered Psychiatric Nurses' Foundation Inc. - Annual General Meeting Agenda

1. Call to order
2. Approval of Agenda
3. Approval of previous years annual general meeting minutes
4. President's report
5. Financial report
6. Other Reports
7. Nominations (held in odd numbered years)
8. Appointment of Auditor
9. New Business
10. Termination of the meeting.

POLICY FOR THE ISSUING OF CHARITABLE TAX DEDUCTIBLE RECEIPTS

Policy:

Tax-deductible receipts will be issued in accordance with Canada Revenue Agency regulations for all eligible contributions.

Process:

1. Eligible tax-deductible donations include: donations of cash or securities from an individual or corporation, provided that the corporate donation is a charitable one, and not a sponsorship. It is also used to receipt donations of furniture or equipment (gifts-in-kind) for which a fair market value has been determined.

- a) All tax-deductible donations received by the Foundation will be acknowledged within 10 working days of receipt.; preferably by email.
- b) A registered charitable receipt is used for donations of cash or securities from an individual or corporation, provided that the corporate donation is a charitable one, and not a sponsorship. It is also used to receipt donations of furniture or equipment (gifts-in-kind) for which a fair market value has been determined.
- c) All registered charitable receipts will include:
 - the registered charitable number of the Foundation;
 - the year of the donation;
 - the amount of the donation;
 - a phrase such as, "This donation has been assigned to the "enduring fund in perpetuity".
 - the name and the web site for the Canada Revenue Agency, ie. Canada Revenue Agency Web Site www.cra-arc.gc.ca.
- d) Receipts for one time donations are issued within two weeks of receipt.
- e) Copies of all receipts are retained by the Foundation for auditor review and for reporting in the annual registered charitable return (T3010).

2. Memorial /Honours Donations

Memorial / Honours donations: family of the memorialized individual or the honouree for whom the donation has been made will receive an acknowledgment card .

3. Donor Direction

All first time donors will be requested to sign a letter stating that the gift is intended to go into a permanent enduring endowment fund .

4. Automatic Bank Debit

Donors preferring to contribute to the permanent /enduring endowment of the Foundation via automatic bank debit. Upon receipt of the first gift installment, donors will be sent an acknowledgement letter and letters of direction. Donors are informed that they will receive one tax deductible receipt for their entire contribution before the end of February of the year following that in which the donation was made.

5. Non-enduring Donations

If tax deductible donations are received and not assigned to a permanent/enduring endowment fund, then the line on the tax receipt (This donation has been assigned to the above capital fund in perpetuity) should be crossed out. This would be the case when the donation is for operational or special project expenses, or for flow-through granting.

6. NON - TAX DEDUCTIBLE CONTRIBUTIONS

Non-taxable contributions include donations from other registered charities, government departments, or for donations of furniture or equipment when an impartial fair market value for the donation has not been determined. Some other common "gifts-in-kind" such as donation of volunteer time, services, food, and inventory from a business are also not eligible to receive an official tax receipt.

Non- Taxable Donations are recognized by a letter of thanks sent to the donor within two week of receipt of the donation. If a formal receipt is also desired by the donor, the receipt provided will not include the registered charitable number of the Foundation nor has the sentence - This donation been assigned to the above capital fund in perpetuity.

INVESTMENT POLICY

Policy:

The Board of Directors will be responsible for the investment of Registered Psychiatric Nurses Foundation Inc. funds by motion at a regular meeting.

Process:

1 The Treasurer will monitor the cash flow and upcoming operational requirements of the Foundation.

2. All monies not immediately required for the business of the Foundation shall be invested on approval of the board based on the following principles:

- that any investments be guaranteed or perceived as low risk;
- that there be an adequate rate of return;
- that any investments in instruments that are not guaranteed by the Government of Canada must be approved by the Board of Directors of the RPNF;
- that the monies invested do not negatively affect the operational needs of the Foundation. Maturity dates of investments may be staggered to allow for unforeseen operational needs.

3. A report on the performance of the investments will be made to the Board on a semi annual basis as part of the Treasurer's report.

POLICY ON DISBURSEMENTS – *The following content is completely based on the rules of the Canada Revenue Agency for Charities.*

Policy:

The Registered Psychiatric Nurses' Foundation will make annual disbursements to ensure that most of the Foundations funds are used to further its charitable purposes and activities in accordance with the Canada Revenue policies.

Process:

Each year, the Foundation (a public foundation) must spend amounts that are at least equal to

- 80% of the amounts for which it issued receipts in its immediately preceding fiscal year, less: gifts of capital received by way of bequest or inheritance;
- gifts received subject to a written trust or direction that the property given be held by the charity for a period of not less than 10 years; and, gifts from other charities; and,
- 80% of the amounts that were either gifts of capital received by way of bequest or inheritance after 1992, or 10-year gifts, whenever they were received; were previously excluded from the charity's disbursement quota, as described in (1) above; and were spent by the charity in the year;
- 80% of all amounts received from other registered charities during its immediately preceding fiscal year, less any "specified gifts" and

- 4.5% of the average value of any assets the foundation owned over the previous 24 months that were not used directly in charitable activities or in the administration of the foundation, calculated in the prescribed manner, less 100% of any amounts used in calculating (1), (2) and (3) above.

2. Disbursement Excess

A disbursement excess is created when a charity spends more on charitable activities or by way of gifts to qualified donors than it is required to by its disbursement quota for that year. A charity can apply a disbursement excess from one year against a disbursement shortfall occurring in the immediately preceding fiscal period. If necessary, a charity can also draw on a disbursement excess for up to five of its following fiscal periods to help it meet its disbursement quota.

3 Disbursement Shortfall

If a charity spends less on charitable activities or by way of gifts to qualified donors than its disbursement quota for that year, it has a disbursement shortfall. A charity can draw on previous years' disbursement excesses to cover a shortfall. If no excesses are available to draw on, the charity can try to spend enough the following year to create an excess that will make up for the shortfall. Please note that continuous shortfalls can lead to revocation of the charity's registration.

4. Permission to reduce disbursement quota

A charity can apply to reduce its disbursement quota for a particular year by completing [Form T2094, Registered Charities: Application to Reduce Disbursement Quota](#). Such a request will be approved only in exceptional circumstances. The circumstances should be specific, unforeseen and outside the charity's control. The request will not be approved if the charity can meet its disbursement quota for the current filing period by applying disbursement excesses from previous years.

5. Creating endowment funds - Gifts subject to a direction that they be held for 10 years or more

Registered charities can receive gifts that are subject to a donor's written trust or direction that they be held by the charity for 10 years or more. These gifts are excluded from the disbursement quota. Obtaining gifts with a 10-year direction is useful when a registered charity wants to accumulate a capital fund, with the intention, for example, of using only the interest income to grant scholarships. As well, investments or other property later substituted for the original 10-year gift are also excluded from the disbursement quota. However, when 10-year gifts are spent, they must be included in calculating the disbursement quota.

Example:

I hereby give *** to ABC Charity under the specific instruction that this gift or any property substituted therefor be held by ABC Charity for a period of (10 years or more).

This type of direction can be on a separate document or printed on the official donation receipt, a copy of which the charity will provide to the donor. However, in either case, the donor must sign the direction to make it valid. The direction must also accompany the gift; it cannot be added at a later date.

6. Transferring large amounts to other charities

To facilitate the transfer of gifts from one charity to another without affecting the disbursement quota, the Income Tax Act provides for the mechanism of a "specified gift." A registered charity that makes a gift to another registered charity can choose to label the gift as a "specified gift." If the recipient charity is a charitable foundation, the asset or amount given will not increase its disbursement quota. (A charitable organization would not benefit from receiving a "specified gift" as it does not have to include gifts from other registered charities in its disbursement quota calculation.) However, the donor charity cannot use the "specified gift" to satisfy its own disbursement quota. A gift becomes a "specified gift" if the donor charity identifies it as such in its information return for the year.

DONOR RECOGNITION

Policy:

The Registered Psychiatric Nurses' Foundation Inc. will recognize individuals, agencies and organizations that contribute to the Foundation financially or in kind.

Process:

1. With their permission, donors' accumulated contributions will be recognized by category on the website/newsletters and in other ways as determined from time-to time.
2. Categories of recognition for accumulated gifts are as follows:
Platinum - \$10,000 plus
Gold - \$5000 – \$9,999
Silver - \$1000 - \$4,999
Bronze - \$10 - \$999
3. Donors will provide written permission for publication of their names.
4. Anonymity will be honoured when requested by the donor.

FOUNDATION DATA BASE

Policy:

The Registered psychiatric Nurses Foundation will maintain a database for fundraising and communication purposes.

Process:

1. Upon receipt of a donation, each donor, on the donor direction from, will be requested for permission to include their name in the data base.
2. The data base will consist of persons, agencies or organizations who:
 - a. provide any type of financial donation including in-memoriam / in honour
 - b. contribute through in kind activities such as being a volunteer
 - c. are Board Members - past and present
 - d. provide gifts to be utilized for prizes
 - e. sponsor specific activities or events
 - f. apply for annual scholarships or bursary
 - g. contribute through the CRPNM debit plan
3. The data base will contain:
 - a. name
 - b. address with postal code
 - c. telephone number (home and work, if required)
 - d. e-mail address
4. The data base remains the sole property of the Foundation and shall not be sold to, or shared with, third parties.
5. Names will be deleted from the data base when the Foundation is notified of a person's death or by written request of the individual.

SCHOLARSHIPS

Please refer to the Scholarship Policies for details

MANITOBA SCHOLARSHIPS

KAY ARMSTRONG SCHOLARSHIP

A scholarship of \$500 is granted to a Student Psychiatric Nurse enrolled in her/his 4th year of the baccalaureate degree in psychiatric nursing in Manitoba. The scholarship is named after Kay Armstrong who was one of the initiators of the development of baccalaureate education for Registered Psychiatric Nurses at Brandon University. Her leadership, commitment and energy provided a critical impetus for the Bachelor of Science in Psychiatric Nursing program.

JOHN KELLIE SCHOLARSHIP

A scholarship of five hundred dollars (\$500.00) is granted to a Student Psychiatric Nurse who is enrolled into his/her 3rd year of the baccalaureate psychiatric nursing degree program in Manitoba. The award is named for John Kellie, a former Director of the Psychiatric Nursing education program in Portage La Prairie from 1969 – 1986. His long-term, dedicated involvement with the Registered Psychiatric Nurses Association of Manitoba Board of Directors, Advisory Council and various committees embodied the close relationship between education and practice.

ALF BARNETT SCHOLARSHIP

A scholarship of \$1000 is granted to a Registered Psychiatric Nurse who is registered and practicing in Manitoba, and who is pursuing graduate studies related to psychiatric nursing at the Masters or Doctoral level. The scholarship is named after Alf Barnett, the founding president of the Registered Psychiatric Nurses Association (RPNAM). His commitment to high quality psychiatric nursing services and to improved care for persons with psychiatric/mental illnesses spanned a career of more than 40 years. Mr. Barnett's dedication to his profession resulted in the founding of a provincial regulatory body for Registered Psychiatric Nurses in Manitoba, the Psychiatric Nurses Association of Manitoba (PNAM) in 1960. Mr. Barnett's vision and legacy live on in the College of Registered Psychiatric Nurses of Manitoba.

MARLENE FITZSIMMONS SCHOLARSHIP

A scholarship of \$500.00 is granted to a Registered Psychiatric Nurse who is registered and practicing in Manitoba, and who has been accepted into a certificate program related to practice, education or administration in the field of psychiatric nursing; or to present a paper at a relevant conference. This scholarship is named for Marlene Fitzsimmons a leader in the field of psychiatric nursing practice. Marlene graduated with a diploma in psychiatric nursing in 1962 from the Manitoba School in Portage La Prairie. She practiced psychiatric nursing at Brandon Mental Health Centre until it closed in 1999. As Program Manager of the Psychosocial Rehabilitation Program with the Brandon Regional Health Authority, Marlene worked with staff, clients, families and community partners to evolve a range of community based services that promote recovery. In 2006, she was awarded the Registered Psychiatric Nurses of Canada award for Professional Leadership; and in 2009 received a Brandon University Doctor of Science (honoris causa) degree.

NATIONAL SCHOLARSHIPS

JOHN ALEX CRAWFORD SCHOLARSHIP

A scholarship of \$1000 IS granted to a Registered Psychiatric Nurse in Canada who is pursuing Master's or Doctoral studies that are directly related to psychiatric nursing clinical practice, education, administration or research. John Crawford graduated from a Saskatchewan Psychiatric Nursing Education Diploma Program in 1967 and from then on he dedicated his professional life to the profession of psychiatric nursing. In 1977 he chaired an inter-provincial group of Registered Psychiatric Nurses who developed the National Standards for Psychiatric Nursing Practice, the first for any regulated nursing profession in Canada. These Standards, with revisions, were used by the profession of psychiatric nursing in Canada from 1979 to 2009. John began his career as a psychiatric nursing educator in Saskatchewan in 1972. He then moved to British Columbia in to teach in the psychiatric nursing education program at the British Columbia Institute of Technology. He was a psychiatric nursing educator, practitioner, administrator and researcher until his death in 2004. John had a strong belief in the profession of Psychiatric Nursing and in its ongoing development and he worked tirelessly towards that end. At the time of his passing, he had achieved candidacy as a doctoral student in the Faculty of Education, at the University of British Columbia. He would be very pleased to know that in 2010, the profession has three baccalaureate degree programs in Psychiatric Nursing and that a Master's Program in Psychiatric Nursing began in September 2010. John's dream is becoming a reality and this scholarship is being established to honour his memory by raising funds to support studies that will contribute to the profession of Psychiatric Nursing.

ANNETTE THORIMBERT OSTED SCHOLARSHIP

A scholarship of \$500.00 is awarded to either a 3rd or 4th year Student Psychiatric Nurse who is enrolled in a psychiatric nursing degree program at a University in Canada. Annette was a visionary leader who was instrumental in the establishment of the first baccalaureate degree in Psychiatric Nursing in Canada in 1995. Annette retired from the position of former Executive Director for the College of Registered Psychiatric Nurses of Manitoba in 20011, after almost 35 years in that position.. For her leadership for all psychiatric nurses in Canada, Annette was awarded the Registered Psychiatric Nurses of Canada award for Professional Leadership in 2004 and was honoured by the conferment of the award of Doctor of Laws degree in June 2012 by Brandon University.

Brandon University Bursary

The Registered Psychiatric Nurses' Foundation Inc. Bursary

ADMINISTRATIVE AGREEMENT BETWEEN The Registered Psychiatric Nurses' Foundation Inc.
AND BRANDON UNIVERSITY FOUNDATION

Date:

1. **Preamble:** To enhance the profession of psychiatric nursing education, practice and research.
2. **Title:** The name of the endowment will be The Registered Psychiatric Nurses' Foundation Inc. Bursary.

3. Funding:

- 3.1 An endowment is to be established with an initial contribution of \$5,000.00 by The Registered Psychiatric Nurses' Foundation Inc.
- 3.2 That this private gift will be supplemented by Brandon University with an equal amount from the University's allocation under the Manitoba Scholarships and Bursaries Initiative (MSBI) to create a total initial endowment of \$10,000.00.
- 3.3 Brandon University Foundation will act as Trustee for The Registered Psychiatric Nurses' Foundation Inc. Bursary and will establish a fund account for administration.
- 3.4 The Registered Psychiatric Nurses' Foundation Inc. Bursary shall be set in accordance with Brandon University's investment policy of capital preservation.
- 3.5 Should annual investment revenue not be disbursed, this revenue will revert back to increase the principal.
- 3.6 A minor administration fee will be charged, should a future policy of such nature come into effect on all Foundation trust accounts.
- 3.6 Additional contributions, beyond those referenced in 3.1 and 3.2 may be made to the endowment to enhance the number, value, or number and value of the awards.
- 3.7 That the first award from this fund will be available approximately 1 year from the time of fulfillment of the full capital balance of the fund, including all MSBI matching.
- 3.8 That The Registered Psychiatric Nurses' Foundation Inc. will be informed should the Bachelor of Science in Psychiatric Nursing (B.Sc.P.N.) program cease to exist at Brandon University.

4. Administration:

Appropriate acknowledgement of The Registered Psychiatric Nurses' Foundation Inc. shall be made on all printed matter relating to The Registered Psychiatric Nurses' Foundation Inc Bursary.

5. **Terms of Reference** (approved and administered by Brandon University Senate):

To be awarded on the basis of financial need, to a full-time undergraduate student who has completed their 3rd Year and will be entering their 4th Year of the Bachelor of Science in Psychiatric Nursing (B.Sc.P.N.) program at Brandon University.