**Relationships with Contractors / Outside Agencies / MU’s**

Issued By: Executive Director

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As part of its operational structure, program and business model, Belkin House will engage in partnering agreements both formal and informal with government, outside agencies and other Salvation Army Ministry Units. Occasionally, short term contracts are required. Filming Agreements are one example. In all cases involving funding for social services provided, or where partnerships are with government, operating agreements / funding contracts will be established.

For Belkin House, the primary funding agencies are BC Housing (BCH), Correctional Services Canada (CSC) and other minor agreements are also in place from time to time with outside agencies where funds are received for services or program rendered.

The official signing authority for all contracts, memorandums or letters of understanding or agreement, is THQ – more specifically, “The Governing Council of The Salvation Army in Canada”.

Contracts and agreements will be negotiated locally with the Executive Director as the local authority. No Belkin House Employee, Manager or Director has the authority to negotiate a contract or agreement without the permission and oversight of the Executive Director and input from the Sr. Management Team.

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, DHQ will be consulted. DHQ may require the input and guidance of the THQ Legal Department or Divisional Executive Board.

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

**Existing Contractual Relationships**

The Executive Director is the official Belkin House 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. The DSSS will normally act as The Salvation Army’s contact with his/her lateral equivalent within partnering government agencies.

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 and that reporting and information as required under contract or agreement is completed satisfactorily and forwarded as per specified deadlines.

All Belkin House operational and funding related contracts and agreements will be disclosure to Auditors.

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

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 Belkin House, 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.