

FUNDING REDUCTION PROTOCOL

HR APPENDIX 1

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PROCEDURE

1. When we receive any information about significant funding reductions to programs, we will hold information sharing and debriefing sessions as soon as possible. These sessions may be through cluster meetings, through Program Director meetings and/or program staff meetings depending on the specific program cuts and issues. Board Members will receive the same information in writing.
2. The next step will be a meeting with the relevant staff grouping to analyse the budget, brainstorm solutions and develop options and recommendations related to budget changes and potential layoffs. Program Coordinators, who have direct reports, will have the opportunity to discuss the issue with their staff and receive input to consider in making recommendations. Reductions will be discussed within each program affected and there will be opportunity to recommend creative solutions that have the least negative impact on service delivery and staff.
3. The next step is a decision on the recommendations made by the Executive Director in consultation with the Program Director, Program Manager and Program Coordinator.

EFFECTIVE: December 1, 2015	APPROVED BY: Executive Director	
REPLACES: April 1, 2014	MONITORING: Executive Director	FREQUENCY: Annually