

Save Time and Money with BCNPHA's POLICY TEMPLATE GUIDE



Whether you're a new society that needs to create a complete policy manual from scratch, or an established one whose policies need revising or better organizing, the template makes the process painless. The template is designed as a dynamic tool that provides users with options on a variety of topics that they can customize to develop their own policies and procedures, including financial management, administration, maintenance, tenants, seniors and supportive housing, and special needs. The 2004 version has been updated to include changes to legislation such as the *Residential Tenancy Act*, *Personal Information Protection Act*, and *Community Care and Assisted Living Act*. The Template includes a hard copy binder with 75 sample policies, as well as an electronic version on CD - in both MS Word and WordPerfect format.

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- | | |
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BCNPHA, Suite 303 – 3680 E. Hastings St., Vancouver, BC V5K 2A9
Tel: 604-291-2600; Toll-Free: 1-800-494-8859; Fax: 604-291-2636 admin@bcnpha.ca www.bcnpha.ca