

KOOTENAY DISTRICT COUNCIL



POLICIES

Revisions Approved _____

Approved by National _____

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EXPENSE REIMBURSEMENT

Out of Pocket Expenses will be reimbursed to Executive Board and Committees members or approved delegates at the rates outlined in the most recent CUPE BC Expense Policy.

The purpose of this expense policy is to reimburse members for expenses incurred on behalf of the KDC. This policy shall be reviewed annually by the Trustees.

WAGES

Lost wages for regularly scheduled hours of work shall be repaid at cost directly to the employer or Local Union only. Wage loss will not be paid directly to individuals.

ACCOMMODATION

Reasonable accommodation expenses will be ~~reimburses-reimbursed~~ if an individual must travel 2 hours or more. Members are entitled to a single room, where members choose to share their room; they should clarify that with the KDC. Where possible all room, taxes and parking will be billed directly to the KDC.

TRANSPORTATION

- To be the most convenient and economical means with a maximum mileage not to exceed airfare. ~~Due the expanse of the KDC geographic location, transportation expenses may exceed airfare where appropriate.~~
- Airfare where required (economy class)
- Parking cost when receipt provided and when on KDC business.
- Taxi or airport shuttle from airport to hotel to meeting place upon submission of receipts.
- Taxis to be shared when possible, and cheaper than combined shuttles.

PER DIEM

Per diems will be paid as per the most current CUPE BC Expense Policy.

PER DIEM OUTSIDE JURISDICTION OF KDC

An additional per diem of \$30.00/day.

OTHER REASONABLE EXPENSES

Any reasonable and related expenses over and above the per diem will be paid upon presentation of receipts.

ADDITIONAL OUT OF POCKET EXPENSES FOR EXECUTIVE MEMBERS

President	<u>\$300.00</u> 500.00 currently is \$200 and \$500 would be viewed as excessive
Vice Presidents	\$150.00
Secretary	\$400.00
Treasurer	\$400.00
Membership Office	\$150.00
Diversity Seat	\$150.00
Young Worker	\$150.00

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Out of pocket expenses will be paid, in advance of the year, at the November meeting of the Council.

The President's cell phone expenses will be paid to a maximum of \$150.00/year. This appears to be a new expense which will require some explanation.

EDUCATION

Kootenay District Council Education Workshops

As demands indicates

Enrolment fee will be a minimum of:

- \$25.00 per person for CUPE members
 - \$50.00 per person for non CUPE affiliates
- a) The Education Representative or Designate will attend all KD sponsored workshops.
 - b) Will canvas KDC affiliates for education needs and work with the CUPE Education rep to deliver the workshops.

Education Mileage Subsidy

- a) To aid locals in attendance at meetings of the Kootenay District Council the following subsidy has been enacted:
 - b) \$0.20 per kilometer will be paid based on distance travelled
 - c) Travel subsidy cheques be made payable to locals.

Peter P. Makortoff Memorial CUPE Education Subsidy Program

This program bears the name of a long time delegate and friend of the Council. Peter Makortoff, a former President of CUPE Local 2262, Castlegar Civic, was dedicated to growth through education within CUPE and will be remembered through this program. Peter was a:

- Shop Steward for I.W.A. in early '60s.
- 1974 Peter joined C.U.P.E. The two towns of Kinnaird & Castlegar amalgamated.
- Shortly thereafter Peter became Vice-President of Local 343.
- 1975 Peter became president of Local 343. In 1977 the local started dismantling Local 343.
- Peter became president of Local 2262 in 1977 and remained president until 1992.

Peter's KDC Involvement

- Peter was very involved since the KDC started. (Late 1960's).
- Peter was first vice president for the KDC (West).
- Peter also held the position of President
- Nelson - Trail Labour Council (West Kootenay Labour Council)
- Peter was involved with the Nelson - Trail Labour Council from 1972 till 1992.
- He held executive positions during this time.

Peter's Involvement in the West Kootenay Labour Council

- Held Executive positions between 1972 and 1992.

Some comments I received while calling around to get information:

- Peter was very faithful and dedicated to whatever he was involved in.
- Peter's reports were very entertaining and detailed.
- Peter always sat very quiet and always listened, but when he spoke everyone listened.

Budget

- \$1500 bi-annually
- Award not to exceed the total dollar outlay by the applicant for the course except by executive recommendation, confirmed by the delegates.
- The subsidy will be paid upon completion of the course.

Criteria

- Local or sub-local must be affiliated to the KDC.
- Must attend an organized labour educational function, with priority given to KDC sponsored courses.
- By application.
- Maximum one (1) subsidy annually with preference given to smaller locals or sub-locals.

| The Trustees, Secretary of the KDC

- Are Is responsible to issue the applications to all affiliates in the month of January; to receive completed applications by March 15th;
- Is responsible to determine the award beneficiaries in conjunction with the Education chair; and
- Is responsible to determine the award beneficiaries and report to the Executive and will then be brought forward as an Executive recommendation.

Any disputes arising from the awarding of the subsidies will be referred to the Executive, who will bring forward a recommendation for the delegate's consideration.

Comment [CL1]: Is currently the Secretary's responsibility and it is a conflict of interest for Trustees to approve expenses, then review those expenses in their role as Trustee

General information regarding bursaries and scholarships

- All bursaries and scholarships will be the responsibility of the Kootenay District Council Executive.
- The [Trustees Secretary](#) of the KDC are responsible to issue scholarship and bursary application forms to all affiliates and high schools in the month of January.
- The [Trustees Secretary](#) of the KDC will co-ordinate receipt of all applications by April 15th of each year (a postmark of April 15th will also be accepted).
- The KDC Executive will then determine the award beneficiaries and report ~~to~~ [them](#) to the Council.
- Any disputes arising from the awarding of the subsidies will be referred to the Executive, who will bring forward a recommendation for the delegate's consideration.

Kootenay District Council Bursary of \$500.00

- The Kootenay District Council Bursary is to be awarded to a CUPE Worker or Grade 12 graduating son or daughter of KDC affiliate CUPE member based on financial need.
- If no eligible candidates apply, the amount will be rolled over to the ext year.
- Students must be pursuing post-secondary studies at a community college, university or institute of technology.
- Proof of registration from a post-secondary institution is required before funds are released. The money must be claimed within twenty-four (24) months of receiving the award.
- Students will be awarded the Bursary only once.

See also [General Information](#) regarding bursaries and scholarships.

Women's Committee Scholarship of \$200.00

- This scholarship is to be awarded to a grade 12 graduating son or daughter of a KDC affiliate member.
- Applicants must be pursuing post-secondary studies at a community college, university, or institute of technology.
- Proof of registration is required before funds are released.
- Students may defer registration for twenty-four (24) months after graduation, but must notify the KDC Executive of this decision.
- Each applicant will be required to write an essay on the achievements of an outstanding woman in their community.
- For consideration, applications must be post marked no later than April 15th and must be accompanied by the essay.

Travel Subsidy to Attend KDC Meetings

The Kootenay District Council will pay \$0.20 per kilometer traveled only once per meeting to an affiliated local to attend Kootenay District Council meetings.

Gifts and Donations

Gifts for Executive Board Members

~~Executive Board Members, when not running for re-election, will receive a gift/remuneration not to exceed the following guidelines:~~

~~Upon completion of:~~

Two (2) terms	—————	\$200.00
Three (3) terms	—————	\$300.00
Four (4) terms	—————	\$400.00
Five (5) terms	—————	\$500.00
Six (6) or more terms	—————	\$600.00

~~Committee member or Trustee — gift of up to \$100.00~~

~~Transferring or retiring National Representative — \$100.00 (after 5 years in the area office)~~

~~Transferring or retiring Secretary at the Area Office \$100.00 (after 5 years in the area).~~

Comment [CL2]: CUPE is recommending against cash gifts due to CRA rules that such gifts could require a T-4 for each one

Donations

Requests for donation/financial support, with the exception of items below, or a motion for financial support – must be received, in writing, by the Executive Board, prior to the KDC considering the issue.

For all CUPE strikes or lockouts in excess of 5 days:

- a) Kootenay - a minimum of \$1000.00 per strike /lockout – in excess of five (5) days.
- b) CUPE BC and Canada-wide CUPE Locals, \$250.00 upon receipt of written request.

Other Labour Organizations: strikes or lockouts in excess of 5 days:

- a) Kootenay region \$100.00 CLC affiliates

Other donations will be reviewed at the discretion of the KDC Executive.

Alternate Regional Vice President

The responsibilities of the Alternate Regional Vice President are the attendance at six (6) meetings of the CUPE BC Executive Board per elected term.

Two at the expense of CUPE BC. Per elected term at CUPE BC Div. convention.

Four at the expense of the KDC. Per elected term at CUPE BC Div. convention.

The meeting attended at the KDC expense will be determined by the KDC Executive in conjunction with the Regional Vice President.

The KDC will pay mileage and per diem for the alternate to attend the KDC meetings, a written report shall be submitted to the secretary three days prior to the next KDC meeting.

Scent Free Policy

Many CUPE members are extremely sensitive to perfumes, colognes, aftershave and other scented products.

In order for all CUPE members to participate in all KDC sponsored functions without their allergies preventing them, PLEASE DO NOT wear or use scented products at any KDC sponsored workshops, meetings or any KDC sponsored function.

Compassionate – for KDC Delegates

The good will committee will consist of the KDC Executive

When a KDC delegate has:

1. Illness

When a KDC delegate has been ill or injured for more than two (2) weeks or hospitalized for one (1) week or more a card and a gift to the value of fifty (\$50.00) dollars will be sent.

2. Congratulations:

In the event of a birth or adoption of a child to a delegate or spouse; a marriage of a delegate, a card and a gift to the value of fifty (\$50.00) dollars will be sent.

3. Condolences:

In the event of death of a delegate the KDC will immediately forward a card and seventy-five (\$75.00) dollars, either flowers, a gesture in accordance with family wishes or custom, donation to a fund, foundation, charity or other appropriate gesture specified by the family.

4. Distressed Delegate:

The Council will make up to five hundred (\$500.00) dollars available to distressed delegates. This would be repayable if and when the delegate can.

5. Past Delegates:

The KDC Executive will extend appropriate gestures, card of thanks, get well, congratulations, condolences or token gifts of goodwill.

First Time Delegates to CUPE BC Division Convention

The KDC will reimburse any affiliated local sending a first time delegate to CUPE BC Division Convention the cost of registration.

Affiliated locals must send proof of registration to receive the refunded amount of the registration. For example: a photocopy of cheque made payable to CUPE BC.