

## **Introduction**

Minutes of all local meetings shall be signed by the Local Coordinator and Secretary and approved by the Local Executive. Minutes will be made available to the Executive members within 30 days of the date of the meeting. Strategic planning of Local 7 will be the basis for the Local budgeting process that addresses the Local Membership's needs while striving to maintain a balanced budget.

A strategic budget must be developed by the local executive by Feb. 10th of each year.

Pursuant to the Local Policies Guide of the ONA Policy Manual, the following policies will incorporate and reflect the additional policies of Local 7 exclusively, respecting the principles of Strategic Budgeting and the Constitution, as voted upon by the members annually at a General Meeting by March 31<sup>st</sup> of the relevant calendar year.

### **1.0 Banking and Bookkeeping Procedures:**

- 1.1 ONA dues must be deposited in an operating account with chequing capabilities.
- 1.2 The Local Executive may elect to deposit monies into various accessible investment accounts and those accounts will be reviewed yearly at the AGM. These funds will be used for union business and the funds can be accessed via the Local Coordinator and/or the Treasurer.
- 1.3 All transactions shall be by cheque and/or electronic funds transfers (EFT) or credit card.
- 1.4 All cheques and EFTs must have two signatures. Three signing officers will be available to sign cheques. If the need arises there will be a fourth person elected to sign cheques. No officer may sign their own cheque. All signing authorities must go to the bank to sign signature cards. The signing authorities will be the Local Co-ordinator, the treasurer, and a bargaining unit president. Banking will be done at the CIBC or designated banking institution.  
Pre-signing of cheques by the signing authorities is allowed when the "Pay to" line is filled in. It is understood that the Treasurer (or third signing officer as applicable per the above) will not sign the cheque until the cheque is issued. The Local Executive must assume accountability for this procedure.
- 1.5 Electronic Funds Transfer (EFT)/Interact Transfers will be an available option for members of the local 7 executive. Employers will receive salary reimbursements by cheque.

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All transactions MUST have prior approval by two signing authorities from the bargaining unit on the submitted expense forms. No signing authority can authorize their own expense.

Two authorities are required to release the funds only after confirming the expense is duly authorized. Releasing the funds is not authorizing the expense. No funds are to be released without proper authorization. Transactions will be done from the operating account and then the accounts reconciled by the treasurer with appropriate money transfers between accounts.

CRA, EHT and VISA will be paid through electronic means when possible.

- 1.6 A minimum balance of \$50,000 will be maintained in the Operating Account.
- 1.7 Local Special Dues Levy, if applicable and interest from the operating account will be transferred to the discretionary account with chequing capabilities.
- 1.8 Local will maintain financial records for the current year and past 6 years as per Canada Revenue Agency (CRA) requirements.
- 1.9 The Local may engage the services of a bookkeeper to support the work of the Local Treasurer. The cost for bookkeeping services will be budgeted under the Bookkeeper budget line. The amount budgeted for Treasurer and bookkeeping will be approved at the AGM for the fiscal year.

### **2.0 Local Expense Policies:**

- 2.1 Local 7 reimburses wages not covered by mandatory policies as specified by policies in this document. Completed expense sheets detailing time claimed are required. This could also include education requests that were not anticipated.
- 2.2 Approval of budgeted items at the Annual General Meeting will indicate approval of budgeted expenses. Approval of non-budgeted expenditures over \$1000 will be determined at a meeting of the General Membership. Note: An exception to the above would be an expense imposed at the Provincial level. The credit cards are accessible only via the LC and the Treasurer. The combined limit on the two credit cards will be \$30,000. There shall be no cash withdrawals made on the Local credit card and can only be used for expenses covered by approved Local policies. Receipts for credit card purchases must be kept and attached to the billing statement. A copy of the statement must be reviewed and approved by a member of the Executive other than the individuals that use the card. The Treasurer will pay the

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- balance monthly to avoid interest charges. Members are responsible for submitting completed expense forms, accompanied by original receipts or scanned receipts if sent electronically and co-signed by their BUP. The BUP will have another member of their BU executive sign their expense sheet. The exception to this is expenses incurred at a local executive meeting.
- 2.3 Any member requesting payment from the local will submit a copy of the employer pay stub to verify hourly rate and benefits prior to any payment being made or similar verification. A new pay stub must be submitted with any rate change. With submission of first expense form, a member shall submit a TD1 form which shall include their SIN and date of birth to the local treasurer.
  - 2.4 Any meetings of bargaining unit members with the employer should be scheduled to take place when the members are at work so that no loss in salary will occur as provided by the local/bargaining unit agreements.
  - 2.5 Expense forms should be submitted to the Treasurer within 30 days of the end of the previous month.
  - 2.6 The Treasurer will reimburse members for submitted expenses within 30 days of receipt.
  - 2.7 Local 7 Members will endeavor to submit all expenses for the fiscal year by Dec. 15<sup>th</sup> to the Treasurer. Members must submit all expense forms for the previous year by January 30 of the following year. Member salary & expense claims will not be reimbursed by the local after January 30 for the previous year.  
Exceptions and allowance of late submissions will be discussed with the Local Coordinator and Local 7 Executive at the next Local 7 Executive meeting.
  - 2.8 The Local Treasurer must complete a “Monthly Financial Package” consisting of a Balance Sheet, Income Statement and Bank Reconciliation for all Bank Accounts, which outlines the monthly revenue and expenses. This will be sent by email or hard mail unless circulated at a Local Executive Meeting. Each executive member will review the monthly budget after the circulation of the Monthly Financial Package. Expense Forms will be available at each Local Executive meeting.
  - 2.9 The Local will reimburse the employer monthly for salaries kept whole within 30 days of receiving the expense form from the member.
  - 2.10 Expense forms must include itemized expenses, type of union business (i.e. grievance or negotiations or return to work, etc.), claimant's full signature and the date expense incurred. Items claimed must be supported by receipts and where salary replacement is claimed, the TD1 and TD1-ON must be filled out completely prior to re-imbursement. BUPs are encouraged to keep a written log including a description of the nature

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- of the work they are submitting salary reimbursement for as well as the time spent performing the work for which they are billing the local.
- 2.11 In the event of a lost receipt, the local signing authorities will decide if appropriate to reimburse members for items less than \$20.00. There will be no reimbursement for expenses of \$20 or more if the receipt is lost.
  - 2.12 The Local will keep a record of bills paid to the employer to ensure reconciliation with the employer.
  - 2.13 All outstanding Local expenses from the previous year must be paid by February 7<sup>th</sup> of the following year. This will ensure the Local's year-end statements accurately reflect the financial position of the Local. Members will submit all expenses for the fiscal year by January 30 for the previous year to the Treasurer to ensure accurate records are sent to the Auditor.
  - 2.14 Audits will be done yearly and forwarded to ONA, c/o the Office of the President by March 31 each year. The auditor must be selected by the Local executive at the Fall meeting. The outcome must be reflected in the minutes.
  - 2.15 It is the responsibility of the Local Coordinator and the Local Treasurer to sign off on the audit prior to submitting it to the ONA Head Office.
  - 2.16 The Local portion of the dual dues will not be refunded.
  - 2.17 Where the banking facility permits, a debit card held by the treasurer will be used for paying online bills including the telephone bill and VISA bill to prevent interest charges. Monthly remittance to Canada Revenue Agency and the EHT may also be made. No withdrawals are allowed on the card. Deposits may be made by debit card.

### 3 Meals, Accommodation, Salary and Travel Expenses:

- 3.1 **Meals** - Receipts must accompany all expense forms. When a member attends union business, the following basic breakdown of meal allowance will apply:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$50.00
Total	\$95.00 per day <u>(includes 15% gratuity.)</u>
<u>Gratuity must not exceed 15% for food or travel expenses.</u>	

Note: It is accepted that from time to time the allowances may be exceeded at no fault of the member. If utilizing two or more meals per day, the total amounts allowed per meal may be combined. If only one meal is utilized and the choice of

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restaurant is limited, the member will use discretion if the allowance is exceeded. There will be no reimbursement for alcohol. If a meal is provided during an ONA meeting, that meal allowance will be deducted from the total allotment per day.

**3.2 Accommodation** – Single occupancy will be considered in light of physical needs/ requests/ preferences and infection control or public health recommendations. Shared accommodation shall be mutually agreed to by the parties. The corporate rate based on double occupancy where possible is preferred. Special requests will be accommodated with respect to health needs. Consideration for accommodation costs will be considered for a meeting for a distance of 80 km or more one way.

**3.3 Salary Replacement** – No loss of wages while performing approved union business shall occur.

**Note:** Salary replacement refers specifically to the hours to be kept whole with the employer by the Local. Thus, duration of a meeting must also be noted on the “Pay to Employer” Expense form. Where there is a difference between the total hours to be kept whole and the actual hours of the meeting, the Treasurer will reconcile such differences against any other submitted claims for any personal expenses and/or personal time spent otherwise payable to the member. A member who was scheduled to work shall be paid her regular daily salary by either:

**3.3.1 Employer:** Salary kept whole by the employer and the employer reimbursed by the Local. \* Full-time: Salary only. No reimbursement for benefits unless otherwise stated in the applicable Collective Agreement.

\*\* Part-time: Salary and percentage in lieu only, unless otherwise stated in the applicable Collective Agreement.

**3.3.2 Local:** Responsible for payment of daily salary if the employer does keep the salary whole.

**Note:** When a member is on a day off and on union business or travelling for preapproved union business, the member shall be paid salary for all hours in attendance. Members should arrange schedules to accommodate union business payable by the employer. Eligible members as covered by collective agreements should have a percentage in lieu and vacation percentage added. Appropriate expense sheets will be submitted in accordance to Section 2.5 of this policy.

**Note:** Salary replacement will be limited to the number of days of the meeting.

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**3.4 Travel** - Travel associated with ONA business will be reimbursed by the most economical and reasonable mode of transportation taking into consideration the time required for travel and access to transportation. When a member is using their own vehicle, they will be reimbursed at the rate established by the Canada Revenue Agency (CRA). Payment for travel time for a meeting or workshop will be considered on an individual basis by the local executive and only if travel time exceeds 2 hours one way. If extenuating circumstances arise, the 407 ETR may be used and the Local will reimburse.

### 4.0 **Provincial Meetings/Expenses:**

**4.1 Biennial Convention-** Provincial funding at the Region 4 rate will be provided for all BUPs (or BU Alternative), Local Coordinator and one (1) additional person, such as the Treasurer, Secretary or Vice Coordinator, to attend the Biennial Convention.

Additionally, MAST expenses for one BU member or Site Rep (as applicable) per Bargaining Unit will also be funded by the Local to attend the Biennial Convention.

If a BUP is unable to attend the Biennial, a delegate from that Bargaining Unit may attend in their place. Original receipts will be submitted to the treasurer as per local policy.

Reimbursement for MAST expenses for additional members to attend Biennial Convention shall be discussed at the budget prep meeting and approved at the AGM.

**4.2 Sector Meetings** – If a meeting is called, MAST expenses will be paid for the BUP (or his/her designate) of each applicable bargaining unit and the Local Co-ordinator to attend according to Local policies.

**4.3 Area Co-ordinators Conference Meetings** – ACC meetings may be up to two days duration three times per year (February, May and October). MAST expenses for the Local Co-ordinator will be paid. In a Biennial Meeting year, the treasurer will also attend the Fall ACC.

**4.4 Provincial Co-ordinators Meeting** – PCM's are held two times per year (June and November). MAST expenses for the Local Co-ordinator and the Vice to attend are an allowable expense.

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- 4.5 **Provincial Leadership Meeting** – One Provincial Leadership meeting will be held each year in Toronto. Provincially ONA will fund the LC and one BUP from each Bargaining Unit to attend the 2-day meeting for MAST expenses. Expenses will be reimbursed to the Local at the Region 4 rate per BUP (or designate) who attend and based on double room occupancy. If a BUP is unable to attend the Joint Sector meeting, a delegate from that BU may attend in their place and be reimbursed for MAST expenses.

The Local will fund site reps (as applicable) and the Treasurer for MAST expenses to attend the Provincial Leadership Meeting. The Local will support additional dues paying bargaining unit members from each BU to attend the Provincial Leadership Meeting for the purpose of mentoring and member engagement. The additional members will be paid MAST expenses. The additional member shall endeavor to share accommodations with the attending BUP (or designate) if attending the meeting in-person. Original receipts or scanned copies sent electronically will be submitted to the treasurer as per local policy.

- 4.6 **Special Meetings called by the Board of Directors / Caucus Meetings**

The Board of Directors will indicate who should be in attendance at such meetings. MAST is an allowable expense for those required to attend. This may include any Portfolio meeting for which the Local will allow MAST for the Local Chairperson or designate of the committee.

- 4.7 **Affiliate Meetings (i.e. CFNU, CLC, OFL, Brantford & District Labour Council)** - MAST expenses including registration fees will be allowed for the Local Co-ordinator or Vice Co-ordinator to attend. Funding of additional members will be determined at the AGM.

- 4.8 **Treasurer's Conference** – MAST expenses not covered provincially for the Treasurer will be allowed plus the one-day Treasurer's/ Local Co-ordinator's Workshop. This will be funded by the Other Meetings budget, not education.

**Note: Additional member attendance to any of the above meetings will be considered as per Item 11, the budgeted education allotment.**

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### 5.0 **Local Meetings:**

- 5.1 **Local Executive Meetings** – Local Executive Meetings will be held four times a year. MAST expenses will be funded for each executive member in attendance for one day and will include the Site Representative. One of these local executive meetings will be the Local Annual Budget Prep Meeting in the beginning of each year. The local must develop a strategic budget based on outcomes. The entire executive should be in attendance to ensure input/ participation. Bargaining unit presidents that cannot attend should send a designate or a written communication regarding the Bargaining Unit's budget requests and a completed enviro scan.

**It should be noted, site representatives are permitted to vote at the executive meetings.**

- 5.2 **Local Annual General Meeting** – The Local Annual Meeting (AGM) as per the ONA constitution, must be held annually and it is recommended that a Local Annual Meeting be held as soon as possible following a Local Annual Budget Prep Meeting by March 31. Local 7 will spend up to \$600.00 to cover expenses such as room rental, food and door prizes to encourage members to attend.

### 6.0 **Bargaining Unit Meetings:**

- 6.1 **Bargaining Unit General Meetings** – In accordance with the constitution, the Local Co-ordinator will attend one meeting of each Bargaining Unit per term. MST expenses will be funded. Each bargaining unit is required to hold two bargaining unit meetings each year as per ONA Constitution, however will be limited to no more than four meetings per year. Costs associated will not exceed \$80 for the meeting space rental and \$10 per member for refreshments. MST for bargaining unit presidents will be funded.
- 6.2 **Bargaining Unit Executive Meetings** – Bargaining unit executive will be reimbursed for salary when completed expense sheets are submitted to the treasurer. A limit of six meetings per year will be funded.



6.3 **Local Bargaining Unit Labour Relations Meetings –**

6.3.1 **Negotiations/Negotiation Prep meetings:** Most collective agreements provide for salaries to be kept whole on scheduled workdays for the purpose of negotiating. Where the Bargaining Unit Collective Agreement does not identify the number of members on the Negotiating team, MST expenses for four members will be an allowable expense. These costs include interest arbitration hearings.

6.3.2 **Grievances:** The employer is obligated to provide members with time to attend grievance meetings during working hours and is responsible for salary when meetings are scheduled on a day the member is booked to work. Failure of the employer to allow such time should be addressed with the ONA Labour Relations Officer. Time spent by members of the Grievance Committee at grievance meetings will not result in loss of salary. Grievors will not be paid by the Local for their attendance to meetings on their day off.

6.3.3 **Arbitrations/ Mediations/ Conciliations:**

**Note:** This would include negotiations and/or grievances. ONA staff may identify members who are required to attend arbitration/mediations/conciliation preparation meetings and hearings. Local policy limits that MAST expenses will be restricted as follows: All respective Committee Members will be permitted to attend the Prep for MST expenses. Attendance to the Hearings will be limited to three committee members. Beyond that limit, the expense will fall within the education allowance for the Bargaining Unit as Financial Policy #13 or at the member's personal expense. Grievors will receive salary replacement for scheduled days of work but will not be paid for attending meetings on their day off.

6.3.4 **Professional Responsibility:** Any expenses associated with professional responsibility and workload issues, including IAC (Independent Assessment Committee) preparation with ONA's Professional Practice Specialist, and IAC Hearing attendance, will fall under the IAC budget line. Local policy limits that MAST expenses will be restricted as follows: All respective Professional Practice Committee Members will be permitted to attend prep meetings for MAST expenses. Attendance to IAC Hearings will be limited to four members. Beyond that limit, the expense will fall within the education allowance for the Bargaining Unit as Financial Policy # 13

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**6.3.5 Other Meetings** – Collective Agreements deal with a variety of instances/meetings where BU Members would be considered to be engaged in union work. All Employer/Committee Meetings recognized by those agreements should be arranged when the member is scheduled for work, particularly those not specified to be paid by the employer, as per the respective Bargaining Unit Agreement.

### 7.0 **Political Action:**

Up to \$7500 will be available to fund the work of this committee per year.

The local will provide support to a Local 7 striking bargaining unit with a monetary donation of \$2000 during a strike of more than 7 days duration. The local would support other locals/bargaining units within ONA with donations of \$750 during a strike of more than 7 days duration. The local will support other striking CLC affiliate member unions with a donation of \$500 during a strike of more than 7 days duration. Additional donations for ongoing strikes greater than 2 months will be reviewed at the discretion of the local executive at the next scheduled Local Executive meeting.

### 8.0 **Local Administration:**

8.1 To enhance communication and support the day to day operation of the Local, the following expenses will be allowable expenses to a maximum of \$1000 per month and are subject to Local Financial Policies.

- Communication costs may include phone
- Office Supplies
- Voice Mail
- Purchasing / rental of equipment
- Purchasing equipment to support a hybrid of in-person and remote-virtual attendance at Local 7 Executive meetings
- MAST expenses in conjunction with paid executive time
- Multifunctional devices
- Maintenance of devices
- Newsletter
- Local 7 Website

Note: The cost of a cell phone for the Local Coordinator and Treasurer will be paid by the Local. The monthly cost shall not exceed \$140/month.

Funding for Local Coordinator and Local Treasurer High-Speed Internet will be provided by ONA Central. \$100 per month each for the Local Coordinator and the



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Treasurer's internet connection will be automatically provided to the Local and deposited in December. The expense form and accompanying internet bill will no longer be required as per ONA policy.

8.2 All BUPs that use their own internet service for bargaining unit work AND are accessing their ONA sponsored BUP email account monthly AND attend a minimum of (3) three Local 7 executive meetings a year will receive \$100/month to cover costs associated with internet and personal cell phone use. This amount will be reimbursed **once a year** in December for the fiscal year.

If a member is filling the position of BUP for part of the year, this amount will be pro-rated for the months the member held the BUP position (ie: if the BUP attends all Local 7 executive meetings up until the time they leave the position, they will be entitled to the full \$100/month for BUP internet reimbursement for the months they served as BUP. For those BUPs who did not attend local 7 meetings, they will receive a pro-rated amount based on the amount listed below).

If a BUP attends less than (3) three Local 7 executive meetings a year, the amount to be reimbursed annually will be as follows:

Attends (3 or more) Local 7 executive meetings	\$1200/year
Attends (2) Local 7 executive meetings	\$1000/year
Attends (1) Local 7 executive meeting	\$800/year
Attends (0) Local 7 executive meetings	\$600/year

Should the Local Coordinator also hold a Bargaining Unit President position, they will be exempt from the Locally-funded reimbursement of \$100/month as ONA Central provides monthly home internet reimbursement and the Local provides monthly cell phone reimbursement.

Should the Treasurer also hold a Bargaining Unit President position, they will be exempt from the Locally-funded reimbursement of \$100/month as ONA Central provides monthly home internet reimbursement and the Local provides monthly cell phone reimbursement.

If a Bargaining Unit contains multiple sites, the site rep shall be eligible to receive the up to \$100/month reimbursement as outlined above.

If ONA Central has sanctioned a Co-BUP arrangement at a Bargaining Unit, each Co-BUP shall be eligible to receive the up to \$100/month reimbursement as outlined above. Co-BUPs may alternate attendance at local meetings or attend together.

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8.3 The local will purchase a computer, tablet or laptop for a Bargaining Unit to be used to perform the work of the bargaining unit up to a maximum of \$1000 including tax and a minimum of a 1 year extended warranty. The Treasurer shall ensure the device warranty is registered to the Local.

Should a Bargaining Unit require a computer or laptop, the Bargaining Unit President will ask for this request to be included on the next agenda of the Local 7 Executive Committee meeting. The BUP will present their request for the needed technology and the Local 7 Executive will vote to approve the purchase of the requested equipment. The request and outcome of the vote shall be included in the meeting minutes. The computer will be included in the inventory kept by the Local.

This equipment may be replaced once every 4 years. The local will budget \$3000 each year to cover the cost of such requests under the office supplies budget line and to cover the costs of equipment repair as needed.

The computer or laptop shall be the property of the Local and shall remain with the elected or appointed Bargaining Unit President of the Bargaining Unit.

Any equipment purchased should be compatible with ONA supplied software (Outlook, Word, Excel, TEAMS, etc) and must include either a touch screen or pen in order to electronically sign documents submitted to the Local.

ONA supplies the LC and Treasurer with a laptop and therefore they are not eligible for a computer supplied by the Local.

All ONA.ORG account holders will follow ONA's Policy 8.9 "*Computer Equipment and Account Usage Guidelines*" for internet use.

8.4 The purchase of any equipment to be used to perform the work of the Union shall be the property of Local 7 and an inventory will be kept by the Treasurer. All equipment purchased by the Local will be issued an asset label and attached to the equipment for inventory. The BUP can request the Local purchase the requested equipment on behalf of the bargaining unit.

The release of such equipment shall be at the discretion of the local executive.

8.5 The local coordinator and treasurer may update the cell phone once every five years. The Local will reimburse up to \$140/month for the LC and Treasurer cell phone which will include any upgrade costs and monthly usage.

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### 9.0 **Nurses'/Health Care Professionals Week:**

Local 7 will support the funding of activities for the Bargaining Unit Nurses'/Health Care Professionals Week to a maximum of \$30 per Bonafide member with-entitlements per bargaining unit per year. The Bargaining Unit President will coordinate the spending of these funds in collaboration with the bargaining unit membership or committee overseeing activities.

### 10.0 **Member Engagement/ONA Promotion:**

To support member engagement activities, promotion of ONA, and activities or responsibilities that fall under the portfolio of the Bargaining Unit President, each Bargaining Unit President in Local 7 may use up to \$20 per bonafide/entitled member/per year for these purposes. Activities may include purchasing ONA items from the e-store, monthly draws, supporting efforts to updating membership information (MIRE), or a membership meal. The local will budget annually for member engagement/ONA promotion activities under "member appreciation" budget line. The Bargaining Unit President will coordinate the spending of these funds in collaboration with the bargaining unit membership or committee overseeing activities.

### 11.0 **Hospital Agency Use Article 10.12 Funds:**

Local 7 will receive reimbursement for agency use within hospitals under Article 10.12 of the Hospital Collective Agreement. These monies will be kept separate within Local 7's budget and made available to the applicable bargaining unit. Any payment made to a bargaining unit regarding use of agency nurses under Article 10.12 are not to be used to pay for expenses associated with administration. This funding will be utilized on behalf of the bargaining unit after consultation with the bargaining unit members as to the appropriate use. The Bargaining Unit President will call a bargaining unit meeting to discuss priorities with the membership. The Bargaining Unit President will advise the Local Executive, at the next Local 7 executive meeting of the priorities discussed and the plan for how the bargaining unit would like to spend the 10.12 monies. This discussion will be included in the Local 7 Executive meeting minutes. Once the treasurer receives notice of a payment, the treasurer will provide notice to the Bargaining Unit President of the amount.

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### 12.0 Other Local Expenses:

Other local expenses will include but not be restricted to the following: audits, bank charges, EHT and Revenue Canada remittances.

### 13.0 Local Education:

13.1 As approved at the Annual General Meeting, Local 7 will allocate at least 15% of budgeted revenue for education, assessed yearly by the Local Executive. In an effort to distribute the budgeted funds as fairly and equitably as possible, the following formula will serve as a guideline for the executive. Additional education days for each bargaining unit shall not be denied if the bargaining unit president identifies the need for further education.

Expenses will be reimbursed according to provincial policy. The maximum paid provincially will average 7.5 hours per day. The local will reimburse Employer's for any additional hours greater than 7.5 hours for a missed shift.

Education expenses that are reimbursed provincially will not be included in the Local education budget.

1- 50 Members	FoxRidge, Brierwood Garden Brantford, Dover Cliffs Long Term Care Centre, Anson Park Care Centre, Grandview, Delhi Long Term Care Centre, BCHU(N), CAMHS-HS HNHU, JNH, SJLC, WHGH, GRCHC, Edgewater Gardens LTC, ParkLane Terrace LTC, Stedmans Hospice, BCHS-RRTs	2 days
51 – 100 Members	BCHU (HCP), HWMH, VON Brant	3 days
101 – 150		4 days
151 – 200		5 days
201 – 250	NGH (N) (HCP)	6 days
251 – 300		7 days
301 – 350		8 days
351 – 400		9 days
401 – 450		10 days
451 – 500		11 days
501 – 600	BCHCS	12 days

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- 13.2 Local 7 will support up to (4) four members to attend the Fall Leadership Summit and up to (4) four members to attend the Spring Leadership Summit. These days will be above and beyond the education table above. Expenses not covered provincially can be submitted to the Local for reimbursement (Salary & Travel) and will be deducted from the education budget.
- 13.3 The expenses associated with the registration for any education must be pre-approved by the local Co-ordinator or treasurer.
- 13.4 Time spent completing webinars, elearning and participating in teleconnects can be submitted for salary reimbursement according to policy 2.10.

#### 14.0 **Audit:**

In compliance with the provincial policy 4.14, an Audit Committee will be formed consisting of at least two members of the Executive which will include the Local Coordinator and the Local Treasurer. The audit committee will be responsible for ensuring an audit is done annually and that a system of internal controls is maintained. Subject to prior approval of the Executive, the committee is granted the authority to investigate any matter of activity involving financial accounting and reporting, as well as the Local's internal controls. The committee is also granted the authority to receive, review and approve the Audited Financial Statements, Audit opinion, and management letter, on behalf of the executive.

The Committee shall meet at least twice annually with the outside auditors in Nov./Dec. – to review the audit requirement and to discuss and plan the coming audit and in March – to review, receive, and approve the Audited Financial Statements, Audit opinion letter, and management letter as outlined in the provincial policy.

The Committee will present the Audited Financial Statements, Auditor's opinion letter and management letter to the executive at the earliest Local Executive meeting. There will be a formal motion to receive the Audited Financial Statements and letters.

The appointment of the auditor will take place at the Fall Local Executive meeting after the previous year-end audit is complete to ensure the appointment of the Auditor is appointed in the current year. Minutes will state which year end the Auditor is being appointed for.

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### 15.0 **Investments:**

As approved at the 2016 AGM, the Local 7 executive have the authority to invest up to a maximum of 50% of surplus funds into GIC's. Any funds invested outside of the operating and discretionary accounts must guarantee the initial principle investment amount.

### 16.0 **Gifts/Donations:**

The Local will provide a monetary donation or gift of flowers for any current dues paying member within Local 7 who passes away. The donation or gift shall not be greater than \$200 and shall be coded under Other Expenses: "Gifts and Donations" from the Local budget.

The local will provide a gift or donation valued up to \$250 to any Local 7 Executive member or BUP who has served 10 years or more of service to the Local upon leaving their position.