

Honoraria and Expenses Policy

Made Effective by the Executive Board pursuant to Constitution Article 12.1 on September 8, 2023.

1. Purpose

1.1 The purpose of this Policy is to set out:

1.1.1 Honoraria that Representatives receive as enabled under Constitution Article 8.2;

1.1.2 The procedures for reasonable expenses to be submitted and considered that Representatives and Members may have reimbursed, as enabled under Constitution Article 8.4

2. Representatives Honoraria

2.1 Returning Officer Honoraria

2.1.1 The Returning Officer shall receive an honorarium of \$800.00 annually.

2.2 Sergeant-at-Arms Honoraria

2.2.1 The Sergeant-at-Arms shall receive an honorarium of \$400.00 annually.

2.3 Centre Stewards Honoraria

2.3.1 Centre Stewards shall receive an honorarium of \$25.00 for attendance at each Centre Stewards Meeting, General Meeting, Annual General Meeting, and Special General Meeting

2.3.2 Centre Stewards will be paid the sum of their meetings honorariums within 30 days of each Annual General Meeting.

2.4 Negotiating Committee Members' Honoraria

2.4.1 Negotiating Committee Members shall receive an honorarium of \$400.00 during years that UCCE is collectively bargaining with Calgary Co-operative Corporation ("Co-op"). Each year to be calculated from the date of becoming a Negotiating Committee Member for the specific round of collective bargaining.

2.5 *Ad Hoc* Committee Members' Honoraria

2.5.1 *Ad hoc* committee members shall receive an honorarium of \$40.00 for attendance at each of their committee meetings.

2.5.2 *Ad hoc* committee members will be paid the sum of their meetings honorariums within 30 days of each Annual General Meeting.

2.6 Other Representatives Honoraria

2.6.1 the Executive Board may cause UCCE to pay any person, including Representatives and Members, acting on behalf of the Union with authorization, such honoraria as it determined to be reasonable in the circumstances.

3. Expenses Procedure

3.1 Any person, including Representatives and Members, acting on behalf of the Union with authorization who incurs reasonable expenses undertaking the Union's business shall be reimbursed by UCCE.

3.1.1 Where the claimant has used their personal vehicle in carrying out authorized activities for UCCE, reasonable mileage will be paid at the applicable Government of Canada "Reasonable per-kilometre allowance" rate.¹

3.1.2 Where the claimant has carried out authorized activities for UCCE where it is impractical for them to supply their own meals, reimbursement for the costs of meals at \$25.00 per meal up to a maximum \$75.00 per day will be reimbursed.

3.2 A claimant shall submit their expense claim supported by receipts, on a form approved by UCCE, to the President or Vice President who will determine if the claimed expenses are reasonably incurred in the course of the person's authorized activities on behalf of UCCE. If the President or Vice President decides that the claimed expenses are reasonable, UCCE shall reimburse the claimed expenses.

3.3 Claimants must submit their expense claims within one year of incurring the expense, after which time their right to reimbursement of the expense is forfeited.

3.4 If the President or Vice President declines to reimburse a claimed expense, the claimant may appeal the decision to the Executive Board whose decision shall be final and binding.

¹ <https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances/reasonable-kilometre-allowance.html>