

<b>Policy Number</b>	035-M-2007
<b>Policy Group</b>	Membership
<b>Policy Name</b>	SUN District Council Funding
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	May 2017, September 2014, September 2013, August 2012, June 2011
<b>Date Reviewed</b>	November 2013, October 2015

**PURPOSE** To provide SUN District Councils with annual operational funds and BOD/SDC meeting support.

**SCOPE** SUN District Councils

**POLICY STATEMENT** SUN recognizes its financial responsibility to SUN District Councils in undertaking activities to support the Union’s goals and objectives.

- PROCEDURE**
- a) SUN District Councils may apply to receive an annual grant as determined by the Union through direction from the membership. The intent is not to decrease what is currently being paid.
  - b) Keewatin Yatthé Regional Health Authority and Mamawetan Churchill River Health Authority shall be recognized as SUN Districts.
  - c) Nine (9) SUN District Councils may receive up to \$7500. Those Councils are Battlefords, East Central, Prince Albert, Regina, Saskatoon, South Central, Southeast, Swift Current and Moose Jaw Thunder Creek. The remaining SUN District Councils may receive up to \$4500.
  - d) The amount of grant funding provided to SUN District Councils, who choose to merge with one or more other SUN District Councils, shall be approved on a case by case basis, taking the number of members, geographical areas, historical activity and representation issues into consideration in budget applications.



- e) Where SUN District Councils are in agreement, opportunities will be provided for similar funding through alternative arrangements in a Pilot Project. Such funding arrangements shall preclude the provisions in a) through d) as noted above, during a budget year.
- f) Eligibility to receive an annual grant is contingent on:
  - 1) Submission of a budget for the year
  - 2) Submission of a union activities plan
  - 3) Submission of a treasurer's report
  - 4) Submission of minutes from current year's annual meeting, including all officers' reports
  - 5) Submission of bank statements and bank reconciliation
- g) The eligible grant amount shall be reduced by the amount of equity of the SUN District Council that exceeds \$2500.

#### SUN District Council Additional Funding

- a) The nine (9) designated District Councils who are Battlefords, East Central, Prince Albert, Regina, Saskatoon, South Central, Southeast, Swift Current and Moose Jaw Thunder Creek, shall have access to additional funding up to twelve (12), eight (8) hour days per year to undertake activities in keeping with the Union's goals and objectives.
- b) All other District Councils, including Keewatin Yatthé SUN District Council and Mamawetan Churchill River SUN District Council, shall have access to additional funding for up to six (6), eight (8) hour days per year to undertake activities in keeping with the Union's goals and objectives.
- c) SUN District Councils may choose to apply this additional funding to costs such as travel expenses, meals or room rentals to provide educational or other membership development activities in the District.
- d) Additional SUN District Council funding shall be applied for in advance by submitting a request to the First Vice President. The request must include an activity proposal with a short description of the event including location, date, topic and expected expenditures.

- e) Annually SUN will provide an education day for the SUN District Council Treasurers for the purpose of reviewing the electronic grant application process, funding shall be determined in budget development.
- f) SUN will provide a \$500 grant to SUN District Councils towards the purchase of a laptop computer. Maintenance of the laptop will be the responsibility of the SUN District Council and should be built into their yearly budget.

#### Inactive SUN District Council

Funds of inactive SUN District Councils will be held in trust by SUN Provincial until such time as the SUN District Council becomes active. Communication will be sent to all locals in the SUN District Council to notify them that the SUN District Council has been deemed inactive and the availability of funds.

The SUN District Council representative from affected locals in the inactive SUN District Council may access the SUN District Council funding for attendance at applicable regional meetings. Approval for attendance at these meetings shall be confirmed by the appropriate Region Representative. An expense claim form shall be submitted to the First Vice President within 30 days of the meeting with the specific meeting attended noted on the form as well as the name of their SUN District Council.

#### SUN District Council Reimbursements

- a) SUN District Council chairpersons or alternate shall be funded to attend meetings with the SUN Board of Directors.

Funding shall be limited to:

- Salary continuance shall be paid for scheduled shifts (Paid Union leaves) for one shift per day of the event.
- If attending on a day off SUN Provincial pays you directly for a minimum of four (4) hours to a maximum of eight (8) hours at the current salary step.
- Meal per diems will be issued for each day of the event as determined in budget development. Reimbursement will not be provided for meals included in the event.
- Parking, if required, shall be reimbursed for reasonable parking expenses, receipts required.

- Roundtrip kilometrage shall be paid for travel in excess of 50 kms (one-way) at a rate determined annually by the Board of Directors in the budget.
  - Accommodations as determined in budget preparation.
- b) SUN District Council chairpersons are accountable to the Board of Directors for their absence at meetings of the Union as required by the Board. Failure to supply valid reason for such absence will result in loss of pay and denial of expense reimbursement.

APPROVED