



Policy on Accessing PIPSC General Funds

Effective Date: 5 November 2024

(Original submitted in English)

1. Purpose and Scope	The purpose of this policy is to clarify and provide guidance on how PIPSC constituent bodies may access PIPSC general funds that are not included in Constituent Body Allocations.
2. Additional Funds for Constituent Bodies	<p>In addition to their Constituent Body Allocation, constituent bodies are entitled to additional funding for the following types of activities, provided these activities are approved by the Institute:</p> <ul style="list-style-type: none">● Bargaining● Constituent body meetings● Training and education● Mobilization <p>Constituent bodies may also request additional funding for special projects. Funding for these activities is included in the Institute's annual budget. To access the funds, constituent bodies must comply with Institute administrative policies and procedures.</p>
3. Institute Funding for Bargaining	Funding for bargaining teams is included in the annual budget based on a standard formula. Guidance on the use of this budget is provided in the policy on Negotiations and Labour Disputes.
4. Institute Funding for Constituent Body Meetings	<p>When and where feasible, constituent bodies are encouraged to use electronic means (such as e-mail, teleconferences, and videoconferences) to conduct their business in order to reduce the burden of travel on members.</p> <p>The Institute will pay for simultaneous interpretation for all meetings upon request. The Institute may also fund travel, meals, and salary reimbursement for constituent body meetings, over and above their annual allocation. To be eligible for funding, all meetings must be held in the most cost-effective location available, and meet the parameters outlined in Appendix A of this policy.</p>
5. Institute Funding for Training, Education, and Mobilization and Visibility Items	<p>Constituent Bodies may request Institute funding for activities related to training and education, or mobilization. Requests must be submitted through the Regional Director or Regional Training Chair.</p> <p>Regional training and education budgets are allocated at the beginning of the year and managed by the Regional Director or Regional Training Chair.</p>



Funding for mobilization events shall be allocated in accordance with the Mobilization Event Guidelines.

Each Region will be allocated \$5,000 per year from the PIPSC national budget to order visibility items for their constituent bodies in a timely manner. **(AGM 2019)**

6. Roles and Responsibilities

The Executive Director is responsible for appointing and defining Finance section responsibilities, including responsibility for developing the Institute budget. **(BoD Aug 2023)**

The Executive Director is responsible for ensuring that constituent bodies are consulted as part of the budget development process. **(BoD Aug 2023)**

Constituent bodies are responsible for providing information as requested by Finance, and for complying with administrative policies and procedures.

7. References

Bylaws 14.3

Policy on Constituent Body Allocations

Mobilization Event Guidelines

Appendix A: Parameters for PIPSC Funding of Meetings outside of Constituent Body Allocations

Appendix B: Guidance on Budgeting for Meetings



Appendix A to the Policy on Accessing PIPSC General Funds:

**Parameters for PIPSC Funding
of Meetings outside of Constituent Body Allocations**

Type of Meeting	Maximum Duration	Timing	Maximum Funding	Other Constraints
Group Executive Meetings (AGM 2018) (BOD April 2019)	1 day	Fri-Sat-Mon	6 / year	<ul style="list-style-type: none"> One meeting has to be timed to coincide with the Group AGM, and one associated with the PIPSC AGM where the Group represents members nationally. BOD – June 2024 One strategic planning session per year (up to a maximum of two days) would count as one executive meeting; any incremental difference in cost is to be borne by the Group. Meetings are normally up to one (1) day in length. One meeting per year may be held outside the most cost-effective location, if within the Group's yearly budget, based on a business case including a cost analysis and details of the outreach/member engagement. A report will be provided to the Board after this meeting. BOD – April 2019
Group AGM (AGM 2014)	1 day	Fri-Sat-Mon (separate employer groups)	1 / year	Delegates = 1. For national groups: It shall be the group executive plus one delegate per 200 members



		localized to one geographic area can meet on a weekday of their choosing)		<p>NB: Groups can fund additional delegates to their AGMs from the Group's annual allotment.</p> <p>2. For Separate Employer Groups, and two (2) or fewer attendees require travel cost and salary reimbursement, the group AGM funding formula will be equal to one dinner meal compensation per attendee, for the group membership count, to a maximum of 100 attendees, plus costs of obtaining an appropriately sized meeting space to a maximum of \$1500. The meeting will be held at a time, day of the week, and location that is most cost effective for the Group and will not exceed one day in length. Groups should include the budget for the group AGM with the annual budget submission to PIPSC.</p> <p style="text-align: right;">BOD – June 2024</p>
Subgroup Presidents' Annual Meetings	1 to 1.5 day	Saturday, or in conjunction w/ group AGM	1/ year national, or 1/year per region	<ul style="list-style-type: none"> • Standalone: 1 day, on a Saturday • In conjunction with the group AGM: 1.5 day
Group Executive Member(s) Attendance at Subgroup AGMs			1/ year per Subgroup	<ul style="list-style-type: none"> • One designated regional representative can be reimbursed for attendance at all AGMs in their region. • In addition to above, the President or VP of a group executive, or their designate / alternate from group executive, can be reimbursed for allowable expenses for attendance at up to 1/3 of the subgroup AGMs.
Subgroup Executive meetings		During non-work hours	6/ year	<ul style="list-style-type: none"> • For subgroups spread over a large geographic area, only one face-to-



				face per year, in conjunction with Subgroup AGM
Regional Executive Meetings	1 day	Fri-Sat-Mon	6/ year	<ul style="list-style-type: none"> One meeting has to be timed to coincide with the Regional Council, and another with the Stewards Council Has to be within the geographic boundaries of the Region. One strategic planning session per year (up to a maximum of two days) would count as one executive meeting; any incremental difference in cost is to be borne by the Region.
Regional Training Committee	½ day	Normally in conjunction with Executive Meeting	3/ year, except 6/ year in the NCR	<ul style="list-style-type: none"> In Regions with ten thousand (10,000) or more members, the Training Committee may have up to up to six (6) members, a maximum of two (2) from outside the Regional Executive. In Regions with less than ten thousand (10,000) members, the Training Committee may have up to five (5) members, a maximum of two (2) from outside the Regional Executive.
Regional Council	1.5 day	Fri & Sat	1/ year	<ul style="list-style-type: none"> Number of delegates as specified in the regional constitution. \$10k total combined budget for guest speakers at Regional and/or Stewards Councils
Stewards Council	1.5 day	Fri & Sat	1/ year	<ul style="list-style-type: none"> All stewards in the Region allowed to attend. Budget based on forecast of steward attendance.



				<ul style="list-style-type: none">• \$10k total combined budget for guest speakers at Regional and/or Stewards Councils
Branch Presidents' Annual Meetings	0.5 day	Immediately prior to Regional Council	1/ year	<ul style="list-style-type: none">• In conjunction with Regional Council• Made up of Regional Executive and one representative per Branch (President or alternate)
Branch Executive meetings		During non-work hours	6/ year	<ul style="list-style-type: none">• For Branches spread over a large geographic area, only one face-to-face per year, in conjunction with the Branch AGM



Appendix B to the Institute Policy on Accessing PIPSC General Funds: **Guidance on Budgeting for Meetings**

Meeting budgets should include estimated costs for:

- salary reimbursement
- meals, transportation, accommodation, and incidental expenses for Executive members, as per the Policy on Financial Support for Member Participation
- meeting room rentals, where meetings cannot be held in Institute facilities
- meals and breaks provided as part of meeting
- audio/visual expenses
- simultaneous interpretation, if required
- potential costs related to union family life policy



Appendix C to the Institute Policy on Accessing PIPSC General Funds: Environmental Considerations for Meetings (BOD 5Nov2024)

Topic	Considerations
Travel	<p>Wherever possible, consideration should be given to environmental impacts that reduce fossil fuel consumption when travelling. Things to be considered include:</p> <ul style="list-style-type: none">• To have meetings virtually.• Within the Quebec-Windsor corridor, use of Via Rail is encouraged.• Use of electric/hybrid vehicles, where they are offered, as an option from rental companies, subject to approval by the Finance Section.• Meetings should be grouped together to reduce travel when possible.• Public transportation is encouraged.• Active modes of transportation (walking, cycling, rollerblading) should be encouraged for local travel, when it is safe to do so.
Accommodations	<p>Wherever possible, consideration should be given to reduce waste through the use of reusable items, items with less packaging and packages with high levels of recyclable content. Things to be considered include:</p> <ul style="list-style-type: none">• Ensure that the venues are environmentally friendly.• Members should aim to all stay in the same location to reduce environmental impact.• Venues should be within walking distance of amenities.• PIPSC should maintain updated lists of hotels and other facilities that have made carbon-neutral and zero-plastic commitments and encourage executives/members to give them preference.• Contact the site to determine how these considerations can be achieved.
Food	<p>Wherever possible, consideration should be given to reduce waste through the use of reusable items, items with less packaging and packages with high levels of recyclable content. Things to be considered include:</p> <ul style="list-style-type: none">• Use catering services that promote environmentally friendly practices.• Food should only be ordered for the number of people in attendance.