

**COMMUNITY LIVING ALGOMA
MULTI-YEAR ACCESSIBILITY PLAN
2019-2024**

This Plan outlines the policies and actions that will be put in place to improve opportunities for people with disabilities. It will be reviewed every five years and updated as necessary.

Community Living Algoma is committed to:

- Treating Everyone in a way that allows them to maintain their dignity and independence,
- Preventing and removing barriers to accessibility,
- Fair and accessible employment practices,
- Generally meeting the needs of people with disabilities, and
- Complying with the accessibility requirements identified under the Accessibility for Ontarians with Disabilities Act.

Physical Barriers to Accessibility

Agency is dedicated to identifying and removing barriers at owned/leased/operated locations.

The Joint Health and Safety Committee conduct regular inspections of all agency locations and any barriers would be recorded for action.

Training

The Association will provide training to its staff and volunteers on Ontario's accessibility laws and the Human Rights Code as it relates to people with disabilities.

People supported, families, and staff identify any potential barriers through POM interviews and planning.

Information

Community Living Algoma will endeavor to meet the communication needs of people with disabilities by ensuring that:

- People with disabilities are consulted to determine their information and communication needs.
- Any website and website content, developed by or on behalf of Community Living Algoma or any of the supports and services it provides, conforms initially with Web Content Accessibility Guidelines (WCAG) 2.0, Level A increasing to WCAG 2.0, Level AA.
- Existing feedback processes are made accessible to people with disabilities, on request.
- All publicly available information is made accessible to people with disabilities, on request.

Employment

Community Living Algoma will:

- Inform the public and staff about the availability of accommodation for applicants with disabilities during the recruitment, assessment, selection and hiring process, when requested.
- Work with employees to develop and implement a process for developing individual accommodation and return-to-work plans for employees who have been absent due to a disability and provide an individualized workplace emergency response plan, as requested.
- Ensure the accessibility needs of employees with disabilities are considered when undertaking performance management, career development/advancement and redeployment processes.
- Work towards preventing and removing other accessibility barriers as identified.

For more information about this accessibility plan, please contact:

Manager, Human Resources

Policy Title: Procurement Authorization Levels (Policy)	
Original Date: February 2, 2012	Date Approved: December 11, 2018 December 11, 2018
Last Revision Date: August 9, 2018	Date Reviewed: December 11, 2018
Approver: John Policicchio Lila Cyr	

To ensure that publically funded goods and services, including construction, consulting services, and information technology are acquired through a process that is open, fair, and transparent and seeks to achieve the best value for the funds expended. Procedures will confirm with the Broader Public Sector Procurement Directive

Approval Authority Schedule - Consulting Services

Procurement Value	Procurement Method	Approval Authority
up to but not including \$50,000	Invitational Competitive*	Executive Director
\$50,000 or more	Open Competitive*	Board of Directors

Approval Authority Schedule - Other Goods and Services

Procurement Value	Procurement Method	Approval Authority
Up to \$500 (where purchase is within department budgeted allotment)	Petty Cash, Travel, Purchase Order	Coordinator (with approval from Manager)
Up to but not including \$3,000 (where purchase is within department budgeted allotment)	Petty Cash, Purchase Order, Credit Card; 3 quotes over \$2,000	Manager
Up to but not including \$50,000 (where purchase is within agency budget allotment, i.e. service contract)	Purchase order - 3 quotes over \$2,000	Director
Up to but not including \$100,000 (where purchase is within agency budgeted allotment, i.e. service contract)	Invitational competitive* (minimum of three suppliers)	Executive Director
\$100,000 or more	Open competitive process *	Board of Directors

*Non-competitive process may only be used in exceptional circumstances - see procedure for Procurement - Open Competitive - Exceptions.

Policy Title: Procurement Supply Chain Code of Ethics (Policy)	
Original Date: February 2, 2012	Date Approved: December 11, 2018 December 11, 2018
Last Revision Date: N/A	Date Reviewed: December 11, 2018
Approver: John Policicchio Lila Cyr	

To ensure an ethical, professional, and accountable supply chain. “Supply chain activities” means all activities directly or indirectly related to the planning, sourcing, procurement, and payment processes for goods and services. Community Living Algoma adopts the following Code from the Broader Public Sector Procurement Directive and will make this available and visible to all stakeholders.

1. Personal Integrity and Professionalism

Staff involved with supply chain activities must act, and be seen to act, with integrity and professionalism. Honesty, care, and due diligence must be integral to all supply chain activities within and between Community Living Algoma, suppliers, and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publically endorsing suppliers or products.

2. Accountability and Transparency

Supply chain activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent, and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient, and effective manner.

3. Compliance and Continuous Improvement

Individuals involved with purchasing or other supply chain activities must comply with this Code of Ethics and laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

Policy Title: Travel on Association Business (Policy)	
Original Date: January 15, 1997	Date Approved: December 11, 2018 December 11, 2018
Last Revision Date: August 17, 2018	Date Reviewed: December 11, 2018
Approver: John Policicchio Lila Cyr	

Community Living Algoma adheres to the travel guidelines as prescribed by the Ministry through the Broader Public Sector Accountability Act and, as required, will be posted on the Association's website. Expenses incurred by staff, Board members, and other volunteers while traveling on authorized business of Community Living Algoma will be reimbursed by the Association in a timely manner.

(Refer to the Procedure - Expense Rules - Travel)

Policy Title: Expense Rules - Consultants and Other Contractors (Procedure)	
Original Date: August 25, 2015	Date Approved: February 8, 2019 February 8, 2019
Last Revision Date: October 21, 2015	Date Reviewed: February 8, 2019
Approver: Niccette Reed John Policicchio	

Definitions

As defined in the Broader Public Sector Accountability Act (BPSAA) consulting services means the provision of expertise or strategic advice that is presented for consideration and decision-making. Consulting services include services like facilitating the development of a strategic plan, or a plan to restructure management or the agency.

Other Contracted Services would include services like auditing, insurance, information technology (IT), trainers, guest speakers, or other service providers (i.e. psychologists, therapists).

Contract

A contract is the formal written agreement which legally binds Community Living Algoma (CLA) and another party. The contract details the conditions under which services are being provided and paid.

At minimum the Purchase of Service contract shall provide the following information:

- Term of the agreement
- Type of service to be provided, expected outcomes, and reporting requirements
- Financial obligations, invoicing procedure and payment schedule – the BPSAA rules regarding expenses not allowed for reimbursement* (see below) will also be highlighted
- CLA staff who will monitor services provided and approve payments
- Confidentiality expectations and signing of Oath of Confidentiality
- Termination clause

*** Expenses not allowed – Hospitality, incidental, and food expenses:**

The expenses incurred by Consultants and Other Contracts shall form part of the cost of their engagement fee.

Under no circumstances can hospitality, incidental, or food expenses be considered allowable expenses for consultants or other contractors. They cannot claim or be reimbursed for expenses including meals, snacks, beverages, gratuities, laundry or dry cleaning, valet services, dependent care, home management, or personal telephone calls.

Policy Title: Expense Rules - Consultants and Other Contractors (Procedure)	
Original Date: August 25, 2015	Date Approved: February 8, 2019 February 8, 2019
Last Revision Date: October 21, 2015	Date Reviewed: February 8, 2019
Approver: Niccette Reed John Policicchio	

Reimbursement of allowable expenses can be claimed and reimbursed only when specifically provided for the contract. Due to our geographic location travel expenses (flight, hotel, and ground transportation) may be reimbursable but must be specifically listed in the contract.

Signing of Contracts

Purchase of Service Contracts with Third Parties must be signed by a Director and the Executive Director for values up to \$50,000. For any Third Party arrangements greater than \$50,000, Board of Directors' approval is required and contracts will be signed by the Board President or Designate and the Executive Director.

Location of Signed Contracts

Signed contracts are to be given to the Manager of Finance to ensure adherence.

Forms

An agreement may be provided by the vendor, or a template for Purchase of Service Agreement can be obtained on the G: drive from the Staff Documents subdirectory.

Policy Title: Expense Rules - Hospitality, Social Events, Celebrations (Procedure)	
Original Date: August 19, 2015	Date Approved: February 11, 2019 February 11, 2019
Last Revision Date: November 15, 2018	Date Reviewed: February 11, 2019
Approver: Niccette Reed John Policicchio	

Hospitality

Hospitality is defined as the provision of food, beverages, accommodation, transportation, or other amenities at public expense to persons who are **not** engaged in work for Community Living Algoma (CLA). Hospitality should be extended in an economical, consistent, and appropriate way when it will facilitate CLA's business, or is considered desirable as a matter of courtesy. Functions that are exceptions to this must have prior approval of the Executive Director.

Social Events

Annual Appreciation Events

On an annual basis the agency hosts lunch events during Community Living Awareness Month to recognize staff, volunteers, and employers who employ people with developmental disabilities. These events are provided as economically as possible; no alcohol is provided. Generally token gifts, valued at under \$20, are provided. These events are approved by the Executive Director.

Community Summer Barbeque/Holiday Come-and-Go

The agency annually hosts a Community Summer Barbeque and Holiday Come-and-Go to thank the community for creating inclusive opportunities and experiences for people supported. These events are provided in an economical manner, no alcohol is provided. These events are approved by the Executive Director.

Annual General Meeting, Board District Social Events, Membership Meetings

The Board of Directors annually hosts various meetings in Sault Ste. Marie and in the district, alternating between the North and East. These events are focused on thanking the community for creating inclusive opportunities and experiences for people supported. Events are hosted in an economical and fiscally responsible manner. Community Living Algoma will not provide alcohol at these events. Events are approved by the Board with expenditures signed off by the Executive Director.

Board Meetings, Board Committee Meetings

The Board of Directors and the Committees of the Board meet regularly, generally on a monthly basis. If the meeting occurs during a meal time, a small, reasonable priced meal is provided; no

Policy Title: Expense Rules - Hospitality, Social Events, Celebrations (Procedure)	
Original Date: August 19, 2015	Date Approved: February 11, 2019 February 11, 2019
Last Revision Date: November 15, 2018	Date Reviewed: February 11, 2019
Approver: Niccette Reed John Policicchio	

alcohol is provided. Refreshments are also provided generally using in-house equipment and economically priced beverages from the grocery store.

Refreshments at In-house Meetings, Training, or Seminars

Refreshments may be provided during meeting/training for agency business. Staff are expected to minimize costs through the use of agency facilities and equipment (i.e. coffee makers), and where possible to purchase economically priced refreshments from the grocery store. The refreshment expense is to be submitted by the most senior manager present and then approved by their manager; alcohol is not permitted.

Business Meals

In the event staff are required to work through a meal period where they don't normally do so, a meal may be charged to the agency. The meal expense per person is not to exceed the meal allowances in the agency travel procedure. The meal expense shall be submitted by the most senior manager present, documenting reason for the expense, and approved by their manager; alcohol is not permitted.

Years of Service and Retirement

The agency values staff and recognizes milestone Years of Service and Retirements with a letter and gift of nominal value from the organization.

- 5 year – glass coffee mug filled with small confectionary items
- 10 year – stainless travel coffee mug with 2 Tim Hortons gift cards
- 15 year – CLA gym bag
- 20 year – windbreaker jacket with agency logo
- 25 year – gift valued at \$100 plus a cake
- 30 year – gift valued at \$200 plus a cake
- 35 year – gift valued at \$300 plus a cake
- 40 year – gift valued at \$400 plus a cake

Retirement (for staff with more than 10 years of service) – a watch with agency logo, cake, and non-alcoholic refreshments provided at their work location. Other private arrangements may be arranged at the expense of co-workers.

Births

Policy Title: Expense Rules - Hospitality, Social Events, Celebrations (Procedure)	
Original Date: August 19, 2015	Date Approved: February 11, 2019 February 11, 2019
Last Revision Date: November 15, 2018	Date Reviewed: February 11, 2019
Approver: Niccette Reed John Policicchio	

The agency recognizes the birth of a staff's first child with a small gift valued at under \$30 (currently a book and stuffed animal). Co-workers generally contribute privately for additional gifts.

Death of Staff or Board Member

The agency generally sends a flower arrangement on behalf of CLA. Co-workers generally contribute privately for further memorial gifts of support to the family.

Death of a Family Member of Staff or Board Member

Co-workers generally contribute privately for memorial gifts of support to the family.

Policy Title: Perquisites (Procedure)	
Original Date: May 30, 2012	Date Approved: February 11, 2019 February 11, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 11, 2019
Approver: Niccette Reed John Policicchio	

The Broader Public Sector Accountability Act (2010) requires our agency to establish rules with respect to perquisites. These rules cover all individuals in the agency.

Definition

The term perquisites, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others.

Rules:

1. A perquisite is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job.
2. Perquisites that are not related to business requirements are not allowed.
3. All perquisites will be approved by the Executive Director and the Director of Finance and Administration.
4. Good record-keeping practices will be maintained for verification and audit purposes.
5. The following perquisites are not allowed under any circumstance:
 - Club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs, or social clubs
 - Seasons tickets to cultural or sporting events
 - Clothing allowances not related to health and safety or special job requirements
 - Access to private health clinics
 - Professional advisory services for personal matters such as tax or estate planning
6. Summary information about allowable perquisites will be made publicly available on the web site on an annual basis. Personal information will not be provided.

Policy Title: Procurement - Competitive Bids (Procedure)	
Original Date: January 18, 2012	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

This procedure applies to all procurement situations where an Open Competitive Bid is utilized. As per the Procurement Authorization Levels Policy this is generally for purchases exceeding \$100,000.

Posting Competitive Procurement Documents

Calls for open competitive procurements must be made through an electronic tendering system that is readily accessible by all Canadian suppliers.

Timelines for Posting Competitive Procurements

Suppliers should be provided a minimum response time of 15 calendar days for procurement of goods and services valued at \$100,000 or more. For procurements of high complexity, risk, and/or dollar value allow a minimum response time of 30 calendar days.

Bid Receipts

Bid submission date and closing time must be clearly stated in competitive procurement documents. The closing date must be on a normal working day (Monday to Friday, excluding provincial and national holidays). Submissions that are delivered after the closing time must be returned unopened.

Evaluation Criteria

- Evaluation criteria is developed, reviewed, and approved by the appropriate authority prior to commencement of the competitive procurement process.
- Competitive procurement documents clearly outline mandatory, rated, and other criteria that will be used to evaluate submissions, including weight of each criterion.
- Mandatory criteria (i.e. Technical standards) should be kept to a minimum to ensure that no bid is unnecessarily disqualified.
- Maximum justifiable weighting must be allocated to the price/cost component of the evaluation criteria.
- Community Living Algoma will not discriminate or exercise preferential treatment in awarding a contract to a supplier as a result of a competitive procurement process.

Policy Title: Procurement - Competitive Bids (Procedure)	
Original Date: January 18, 2012	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

- The evaluation criteria are to be altered only by means of addendum to the competitive procurement documents.
- Community Living Algoma may request suppliers to provide alternative strategies or solutions as a part of their submission. Criteria to evaluate alternative strategies or solutions must be established prior to the commencement of the competitive procurement process. Alternative strategies or solutions must not be considered unless they are explicitly requested in the competitive procurement documents.

Evaluation Process Disclosure

- Competitive procurement documents must fully disclose the evaluation methodology and process to be used in assessing submissions, including the method of resolving tie score.
- Competitive procurement documents must state that submissions that do not meet the mandatory criteria will be disqualified.

Evaluation Team

- Competitive procurement processes require an evaluation team responsible for reviewing and rating the complaint bids.
- Evaluation team members are aware of the restrictions related to utilization and distribution of confidential and commercially sensitive information collected through the competitive procurement process and refrain from engaging in activities that may create or appear to create conflict of interest.
- Evaluation team members must sign a conflict-of-interest declaration and non-disclosure of confidential information agreement.

Evaluation Matrix

- Each evaluation team member must complete an evaluation matrix, rating each of the submissions. Records of evaluation scores must be retained for audit purposes.
- Evaluators must ensure that everything they say or write about submissions is fair, factual, and fully defensible.

Policy Title: Procurement - Competitive Bids (Procedure)	
Original Date: January 18, 2012	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

Winning Bid

The submission that receives the highest evaluation score and meets all mandatory requirements set out in the competitive procurement document must be declared the winning bid.

Bid Dispute Resolution

Competitive procurement documents must outline bid dispute resolution procedures to ensure that any dispute is handled in an ethical, fair, reasonable, and timely fashion. Bid dispute resolution procedures must comply with bid protest or dispute resolution procedures set out in the applicable trade agreements.

Executing the Contract

The agreement with the successful supplier must be formally defined in a signed written contract before the provision of supplying goods and services commences.

Where an immediate need exists for goods or services, and the contract cannot be finalized as described, an interim purchase order may be used. The justification of such decision must be documented and approved by the Executive Director.

Establishing the Contract

The contract must be finalized using the form for agreement that was released with the procurement documents.

In circumstances where an alternative procurement strategy has been used (i.e. form of agreement was not released with the procurement document), the agreement with the successful supplier must be defined formally in a signed written contract before the provision of supplying goods or services commences.

Termination Clauses

All contracts must include appropriate cancellation or termination clauses.

Policy Title: Procurement - Competitive Bids (Procedure)	
Original Date: January 18, 2012	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

When conducting complex procurements, consider whether the use of contact clauses that permit cancellation or termination at critical project life-cycle stages.

Term of Agreement Modifications

The term of agreement and any options to extend the agreement must be set out in the competitive procurement documents. An approval by an appropriate authority must be obtained before executing any modifications to the term of the agreement.

Extending the term of agreement beyond that set out in the competitive procurement document amounts to non-competitive procurement where the extension affects the value and/or stated deliverables of procurement.

Contract Award Notification

For procurements valued at \$100,000 or more, post, in the same manner the procurement documents were posted, contract award notification. The notification must be posted after the agreement with the successful supplier is executed. Contract award notification must list the name of the successful supplier, agreement start and end dates, and any extension options.

Supplier Debriefing

For procurements valued at \$100,000 or more all unsuccessful suppliers must be informed about their entitlement to a debriefing.

Unsuccessful suppliers are to be given up to 60 calendar days following the date of the contract award notification to request a debriefing.

Contract Management

- Payments are made in accordance with the provisions of the contract.
- All invoices contain detailed information.
- Overpayments must be recovered in a timely manner.

Policy Title: Procurement - Competitive Bids (Procedure)	
Original Date: January 18, 2012	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

- Assignments must be properly documented.
- Supplier performance must be managed and documented; any performance issues must be addressed.
- Include a dispute resolution process in contracts.
- For services establish clear terms of reference for the assignment. The terms should include objectives, background, scope, constraints, staff responsibilities, tangible deliverables, timing, progress reporting, approval requirements, and knowledge transfer requirements.
- Expense claims and reimbursement follow Broader Public Sector Expenses Directive.
- Ensure that expenses are claimed and reimbursed only where the contract explicitly provides for reimbursement of expenses.

Documentation Requirements

All approvals, procurement, and contract management documentation must be compiled by the Manager of Administrative Services and retained with the Director of Finance for a minimum of seven years from the end of a contract as follows:

- Copy of the procurement justification or business case;
- Information regarding all vendor consultations, including any requests for information, undertaken in the development of the procurement justification or business case or request for qualifications, quotations, proposals, or tenders;
- Documentation that all required approvals were obtained by the appropriate delegation of authority;
- Copies of all requests for qualifications, quotations, proposals, or tenders used to qualify and select the vendor;
- For the successful vendor(s), conflict of interest declaration in accordance with best practice;
- Information regarding any issues that arose during the procurement process, and how the issues were resolve;
- Information regarding all vendor debriefings;
- Copies of all contract award notifications;
- Copies of purchase order which outlines the scope of work including details such as make and model numbers, dimensions, drawings, materials, and other descriptions;

Policy Title: Procurement - Competitive Bids (Procedure)	
Original Date: January 18, 2012	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

- Copies of all approved contracts including which goods, services, or consulting services are to be provided and paid;
- Information and approval by the appropriate delegation of authority regarding all uses of any exceptions to the service provider's policy pertaining to the procurement of goods, services, and consulting services;
- Justification for the use of any exception, the recipient of the contract, the date of award, and the total contract value;
- Information regarding all changes to the terms and conditions of a contract, including any changes that resulted in an increase in the contract price;
- Information regarding the management of the vendor, including how the vendor's performance was monitored and managed and, where applicable, mechanisms used to transfer knowledge from the vendor to service provider staff;
- Information regarding all disputes or vendor complaints;
- Evidence of receipt of deliverables; and
- Detailed invoices that allow the assessment of the appropriateness and reasonableness of amounts billed.

Exceptions from Competitive Procurement

A competitive procurement process should be used to achieve optimum value for money. However it is recognized that special circumstances may require use of non-competitive procurement. Prior to commencement of non-competitive procurement, supporting documentation must be completed and approved by the Executive Director to ensure it is not being done to avoid competition between suppliers or to discriminate against suppliers.

A non-competitive procurement may be used in situations outlined in the exemption, exception, or non-application clauses of the Agreement on Internal Trade, or other trade agreement.

A non-competitive procurement may also be used where only one supplier is able to meet the requirements of a procurement – known as sole-source situations. Some examples of these situations would be for product compatibility, procurement of real property, for work to be performed on a leased building where work must be done by lessor, or for the purchase of original works of art.

Policy Title: Procurement - Competitive Bids (Procedure)	
Original Date: January 18, 2012	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

There are also some exceptions known as single-source situations. One circumstance considered single-source situation would be where an unforeseeable situation of urgency exists and goods or services cannot be obtained in time by means of open procurement – note, failure to plan and allow sufficient time for a competitive procurement process does not constitute an unforeseeable situation of urgency.

Policy Title: Travel on Association Business - Board (Procedure)	
Original Date: May 1, 2008	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

Submission

All expense accounts will be reviewed and must be submitted within 5 working days of the end of each month or within 10 working days of a conference (i.e. attended a conference on December 10; therefore expense form must be submitted by December 31). For Board, a mileage claim form is to be prepared and submitted to the Board Treasurer.

Meal Expenses

	In District	Out of District
Meal expense maximums per meal will be: breakfast	\$10.00	\$12.00
lunch	\$12.00	\$14.00
dinner	\$20.00	\$24.00

Original itemized receipts are required to claim meal expenses. Alcohol will not be reimbursed. Typically breakfast will not be covered on the date of departure, and dinner will not be covered on date of return if return is scheduled before 7 pm.

Auto Allowance

Board member traveling to/from the District to Board meetings, CLA events, functions in the District will be reimbursed the current rate per km.

In a situation where a Director chooses to take their own vehicle for Board related matter, when CLA transportation is already provided, the Board member will be reimbursed .35 cents per km.

Host Gift

When traveling on Association business and staying with friends or relatives, in lieu of hotels, a gift of up to \$20.00 per day for the host or hostess may be charged as a travel expense. A receipt must be submitted to claim this expense.

Hotel Accommodations

Policy Title: Travel on Association Business - Board (Procedure)	
Original Date: May 1, 2008	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

1. For hotel accommodations within Sault Ste. Marie a host hotel will be designated based on price and quality of service; should someone decide to stay at a more expensive hotel, the Association will only be responsible for reimbursing up to a maximum of the designated hotel rate.
2. For hotel accommodations outside the Algoma District:
 - a) When attending a conference, a conference room rate is sometimes set; the Association will reimburse up to a maximum of the conference room rate
 - b) When attending a meeting and/or no conference room rate is set, the Association will reimburse for reasonable accommodation costs (“reasonable” means accommodation in a regular or standard room – not a Jacuzzi suite or a luxury suite).

Cost of movie rentals, laundry service, room service **will not be covered** by the Association.

Telephone

Long distance calls made by Board members on behalf of the Association will be reimbursed. The Association will also cover the cost of one personal phone call per day, **up to \$10.00**, while travelling on Association business.

Transportation

The use of public transportation, car pools, agency vehicles, seat sales, discount rates, etc. is encouraged by the Association when traveling on Association business. The Association will reimburse transportation costs based on the most practical and most reasonable mode of transportation (if renting a vehicle is cheaper than driving personal vehicle, then rental cost will be the reimbursement amount).

Authorization

Approval is to be provided only for expenses that are incurred in performance of Association business that include all appropriate documentation. All out of District travel must be approved by a motion of the Board of Directors prior to travel occurring. The Board Treasurer will approve Board travel claims; the Board president will approve the Board Treasurer’s travel claim.

Policy Title: Travel on Association Business - Board (Procedure)	
Original Date: May 1, 2008	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: Rhonda Stone John Policicchio	

Travel Advances

Will be considered on an individual basis, and can be requested through the Executive Assistant.

Arrangements

The Executive Assistant can make travel arrangements for Board and Board committee members.

Policy Title: Travel on Association Business - Staff (Procedure)	
Original Date: May 1, 2008	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: John Policicchio Rhonda Stone	

Submission

All expense accounts will be reviewed and must be submitted within 5 working days of the end of each month or within 10 working days of a conference (i.e. attended a conference on December 10; therefore expense form must be submitted by December 31, 2018).

Meal Expenses

	In District	Out of District
Meal expense maximums per meal will be:		
breakfast	\$10.00	\$12.00
lunch	\$12.00	\$14.00
dinner	\$20.00	\$24.00

Original itemized receipts are required to claim meal expenses. Alcohol will not be reimbursed. Typically breakfast will not be covered on the date of departure, and dinner will not be covered on date of return if return is scheduled before 7 pm.

Auto Allowance

Staff will be reimbursed according to the rate specified in the collective agreement. Number of kilometers traveled and destination must be shown on the Travel Claim form. This mileage form must be submitted within 2 months to be eligible for reimbursement (see Article 20.01 b of Collective Agreement).

Host Gift

When traveling on Association business and staying with friends or relatives, in lieu of hotels, a gift of up to \$20.00 per day for the host or hostess may be charged as a travel expense. A receipt must be submitted to claim this expense.

Hotel Accommodations

- 1. For hotel accommodations within Sault Ste. Marie a host hotel will be designated based on price and quality of service; should someone decide to stay at a more expensive

Policy Title: Travel on Association Business - Staff (Procedure)	
Original Date: May 1, 2008	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: John Policicchio Rhonda Stone	

hotel, the Association will only be responsible for reimbursing up to a maximum of the designated hotel rate.

2. For hotel accommodations outside the Algoma District:
 - a) When attending a conference, a conference room rate is sometimes set; the Association will reimburse up to a maximum of the conference room rate
 - b) When attending a meeting and/or no conference room rate is set, the Association will reimburse for reasonable accommodation costs (“reasonable” means accommodation in a regular or standard room – not a Jacuzzi suite or a luxury suite).

Cost of movie rentals, laundry service, and room service **will not be covered** by the Association.

Telephone

Long distance calls made by staff and volunteers on behalf of the Association will be reimbursed. The Association will also cover the cost of one personal phone call home per day, **up to \$10.00**, while travelling on Association business. To claim this expense it should be charged to the hotel room or proof of long distance charge should be submitted.

Transportation

The use of public transportation, car pools, agency vehicles, seat sales, discount rates, etc. is encouraged by the Association when traveling on Association business. The Association will reimburse transportation costs based on the most practical and most reasonable mode of transportation (i.e. if renting a vehicle is cheaper than driving personal vehicle, then rental cost will be the reimbursement amount).

Authorization

Approval is to be provided only for expenses that are incurred in performance of Association business that include all appropriate documentation. Managers will approve their staff’s expense claims for travel within the district. A manager cannot approve their own expense claims. Directors will approve their managers’ expense claims. The Board President, or designate, will approve the travel claim of the Executive Director.

Policy Title: Travel on Association Business - Staff (Procedure)	
Original Date: May 1, 2008	Date Approved: February 28, 2019 February 28, 2019
Last Revision Date: August 17, 2018	Date Reviewed: February 28, 2019
Approver: John Policicchio Rhonda Stone	

Out-of-district travel must be approved by a staff's manager **prior to** travel. Due to our border location, for the purpose of this procedure travel to the Upper Peninsula of Michigan, including Mackinac City, will be pre-approved by the staff's manager. All **out of province** travel, excluding Upper Peninsula of Michigan, will be **pre-approved** by the Executive Director. This approval is to be documented on the Travel Claim Form providing details of the estimated cost as well as an explanation of how the travel will produce a benefit to the association.

Travel Advances

Will be considered on an individual basis, and can be requested on a Cheque or Cash Requisition Form.

Forms

Can be obtained from the Staff Documents section of the website.