LOCAL POLICY **067: 01**

Name of Policy	COMPOSITION OF LOCAL EXECUTIVE
Rationale /Purpose	• To ensure representation of all bargaining units within the Local.
Process	• Local 067 is composed of 15 Bargaining Units. Each Bargaining Unit President will be a member of the Local executive. • A Local Coordinator, Secretary, and Treasurer shall be elected by the Local membership. • A Vice Co-ordinator shall be elected from the Local executive by the Local executive. • Vice Bargaining Unit Presidents from larger bargaining units (>200 members) may be elected to the Local executive by the Local executive. • The term of office of the executive committee positions shall be three years.

November 2004 (Revised March 2026)

LOCAL POLICY 067:02

Name of Policy	LOCAL ACCOUNTABILITIES/POLICY CHANGE

Rationale /Purpose	• The Local must establish policies for accountability of executive and general membership. • No Local policies can contravene the ONA constitution or ONA provincial policies. • When a change has been made to the ONA constitution or ONA provincial policies that becomes effective prior to the Local's annual meeting, the change will become effective in the Local's policies automatically. • Any new policy or change in existing Local policy must be presented at a Local annual general meeting, and must be voted on by Local membership.
Process	• The new policy or change will be presented in the form of a motion and voted on by membership.

November 2004 (Revised Jan 2008)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067:03**

FINANCIAL POLICY/OPERATING

Name of Policy	LOCAL BUDGETING
Rationale /Purpose	• To ensure there is a process in place to assure Local membership that financial records of the Local are kept up to date, complete, and open to scrutiny.

Process	• ONA dues must be deposited into an operating account with chequing capability. • All transactions will be by cheque and/or electronic transactions. • There will be a total of three signing officers, one who must be the Treasurer. All cheques will require two signatures with the exemption of paying Canada Revenue Agency and Employee Health Tax payments which can be paid on-line or at the bank on the treasurer's sole authority. No officer may sign a cheque issued to himself/herself. • Pre-signing of cheques by the signing authorities is allowed when the 'Pay to'….line is filled in. It is understood that the Treasurer will not sign the cheque until the cheque is issued. The Local executive must assume the accountability for this procedure. • There will be a financial subcommittee of the Local executive comprised of the Local Co-Ordinator, the Treasurer, and one other executive member. This committee will meet to develop a preliminary budget, and, as needed between Local executive meetings to discuss the financial business of the Local. • The Local will maintain a minimum balance equal to one month of revenue. • Monies may be transferred from the discretionary account to the operating account up to $10,000 if necessary to meet the expenses of the local.

January 2012 (Revised March 2026)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067:04**

FINANCIAL POLICY/OPERATING

Name of Policy	LOCAL FINANCIAL STRATEGIC PLANNING
Rationale /Purpose	• To address Local membership needs while maintaining a balanced budget

Process	• The Local executive will prepare a budget by February 10th of each year. The entire executive should be in attendance to ensure participation/input.
	• A Local general meeting will be held prior to March 31st each year at which time membership shall vote on the following:
	  ○ approval of the previous year's financial statement.
	  ○ approval of the proposed current year's budget.
	  ○ approval of changes or revisions to existing financial policies.
	  ○ appointment of auditor for current audit.
	  ○ the amount and utilization of discretionary funds.
	  ○ approval of local policies.
	• Audits at the Local's expense will be done yearly and forwarded to ONA c/o the Office of the President by March 31st of each year.
	• A monthly budget review will be conducted by circulating the Income Statement and all bank statements where applicable to all members of the executive for feedback.
	• The Treasurer will review the current financial situation at each executive meeting

November 2004 (Revised Feb 2014)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067:05**

FINANCIAL POLICY/OPERATING

Name of Policy	LOCAL REVENUE

Rationale /Purpose	• As per ONA provincial policies, to determine the source of revenue for the Local, a monthly deposit will be based on the Local membership count. This calculation will be an estimate based on the previous year's number of dues paying members. • The Bargaining Unit Allowance ($1500.00 per Bargaining Unit) will be added to the yearly revenue and included in the Operating account for the purposes of budgeting. • To support the activity of the Bargaining Unit Presidents, $1500/Bargaining unit will be added to the yearly revenue and included in the Operating account for the purposes of budgeting. • The Special Dues Levy will be deposited in a Discretionary Account and will not be included in the calculation of revenue. • Starting in 2025, special funding for locals with more than 800 members and less than 1200 members with greater than 10 bargaining units will receive additional funding of $4.00/member/month and this will be added to the yearly revenue for the Operating account.
Process	• Estimated dues are remitted from the provincial office to the Local by monthly deposit with notification stating the amount of the deposit. These estimates will be reconciled twice yearly. • The Treasurer will receive the Dues Remittance Report* for the entire Local by email monthly. Each BUP will receive a copy of the DRR* for their own Bargaining Unit to check for any discrepancies of dues deduction.

January 2008 (Revised March 2020)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067:06**

Name of Policy	PAYMENT OF LOCAL EXPENSES
Rationale/ Purpose	• To ensure accountability for the accurate and appropriate payment of members while conducting ONA business.

Process	• The Local co-ordinator and treasurer shall be paid up to 2 days/month, the secretary shall be paid 2 days/year. Additional paid time to fulfill his/her accountabilities to the Local can be requested and must be approved by the executive. • BUPs shall be paid 4 days/year (depending on hours of a regular tour) to fulfill his/her accountabilities to the Local. BUPs shall be paid an additional 4 hours/year to hold a minimum of 2 bargaining unit meetings. BUPs with larger bargaining units (>200 members) can be paid up to one day/month (depending on hours of a regular tour) to fulfil his/her accountabilities to the Local. • Vice BUPs that are part of larger bargaining units (>200 members) can be paid 4 days/year (depending on hours of regular tour) at the discretion of their respective Bargaining Unit President and Local Coordinator to fulfil his/her accountabilities to the Local. • Additional required days to support the work of the bargaining units will be pre-approved by the executive, and may be denied if not pre-approved. Funds will be made available by re-aligning funds within this budget if the extra days are already used from the labour relations fund. • The Local executive members will be paid his/her hourly rate x number of hours scheduled to work for attendance at official ONA business where the employer does not pay. • When an executive member is on a day off and on official business, he/she shall be paid an hourly rate, not to exceed 7.5 hrs. Business of less than one full day may be accumulated to one full day, and submitted with appropriate documentation on an expense form. • Bargaining Unit Grievance chairpersons and committee members shall be paid mileage to attend 3rd Step Grievance meetings if scheduled on the member's day off. • Biennial Convention: the Voting Delegate and the Alternate Voting Delegate shall be reimbursed MAST expenses. All Bargaining Unit Presidents may attend and will be reimbursed by ONA Provincial) for MAST expenses. • Provincial Leadership Meeting: LC and all Bargaining Unit Presidents plus one delegate may attend and will be reimbursed by ONA Provincial for MAST expenses. • Members are responsible for completing and **submitting accurate and complete** expense forms to the Treasurer for reimbursement. Receipts must accompany all expense forms. • Expense and tax forms will be submitted to the Treasurer within 7 days of meeting, etc. The Treasurer will reimburse members within 21 days. **Receipts not submitted by December 15th may not be reimbursed.** • The Treasurer will develop a payout of wages (when salary not kept whole by the employer) in accordance with the Federal and Provincial regulations and the billing process. • Members must submit all expenses for the fiscal year (calendar year) by December 15th to the Treasurer. If unable to take honoraria, or ONA days

	owing by year end, the executive member must notify the treasurer by December 15th. • The Local will reimburse the employer in a timely manner for salaries kept whole.

January 2013 (Revised March 2026)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067: 07**

Name of Policy	PAYMENT OF MAST EXPENSES
Rationale /Purpose	• To ensure executive members (and general membership as approved by the Local executive) are compensated for expenses accrued while conducting ONA business.

Process	MAST (meals, accommodation, salary, transportation) as allowable expenses will include: • Meal allowance is $150.00 -e.g. breakfast $30.00, lunch $30.00, dinner $90.00 including tax and gratuity. Members may carry over meals to a daily maximum of $150. A maximum of 1 alcoholic beverage can be included with dinner expenses. • All amounts include gratuity, and itemized receipts must be submitted. *If some meals are provided, the amount for those meals is deducted from the daily allowance. • Hotel accommodation per corporate rate and double occupancy is expected with exceptions in discussion with the Local co-ordinator, for example, but not limited to: medical accommodation, gender appropriate cohorting. Local members must confirm intent to attend out of town meetings a minumum of 4 weeks prior to the meeting date and the Local co-ordinator will book hotel accommodations accordingly. • Salary is kept whole by the employer. If the employer refuses, the Local will pay the member according to policy. • Mileage will be reimbursed according to ONA Provincial policy when a member must travel by car outside of the town in which his/her bargaining unit is located. Transportation shall be by the most economical and expeditious method taking both time, meal inclusiveness, and weather into consideration; carpooling is expected to facilitate cost reduction. If it is determined that public transportation, i.e. train, plane, etc., requires less monies than reimbursing driving mileage the member will be reimbursed at the lesser of the two. • Receipts are required for all MAST expenses. In the event of a lost receipt a hand written receipt must be submitted, and signed by the LC or designate. • Parking receipts are required. The Local will not assume the costs of parking tickets or other traffic violations.



LOCAL POLICY **067:08**

FINANCIAL POLICY/OPERATING

Name of Policy	DUAL DUES REFUND
Rationale /Purpose	• To expedite record keeping and enhance financial position of the Local
Process	• The Local portion of dual dues will not be refunded to those members paying dual dues.

Revised November 2004



LOCAL POLICY **067:09**

FINANCIAL POLICY/OPERATING

Name of Policy	LOCAL ADMINISTRATIVE EXPENSES
Rationale /Purpose	• To enhance communication and support the day to day operation of the Local

Process	The following costs for communication will be allowable expenses paid for by the Local: • Phone costs for LC and Treasurer will be reimbursed as $50.00/month. • Internet cost for LC and treasurer reimbursed by ONA Provincial up to $100.00 per month. • Provided each member of the executive review electronic monthly financial statements and acknowledge this via email to the treasurer, the executive member will be entitled up to $50.00 each that month for internet and phone reimbursement. If no response is received, no reimbursement will be given. Internet and phone bills are to submitted monthly to receive reimbursement. I • Office suppliesPurchasing/rental of equipment e.g. printer with faxing/copying capabilities. Purchases for replacement must first be approved by the finance sub-committee. • At the discretion of the local, a bookkeeper may be paid to assist the Treasurer in meeting their accountabilities.

March 2017 (Revised March 2026)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067: 10**

FINANCIAL POLICY/OPERATING

Name of Policy	EDUCATION
Rationale /Purpose	• To determine criteria and disbursement of funds for education based on Association standard that at least 10% of all Local revenue shall be spent on membership education.

Process	Criteria for education is as follows: • Local executive members will be educated as needed. • BU executives e.g. FAC, Grievance chair, H/S reps, etc will be educated as needed. • General membership will be educated as determined by the Local executive based on need and monies available….priority will be given to members who indicate an interest or initiative in pursuing executive and/or committee positions. • The *number* of members attending a workshop or conference will be decided by the Local executive, with priority given to current reps and committees. Members MUST contact their BUP ***first*** to indicate an interest in attending education. • Additional funds for education may be accessed from the Discretionary Account as approved by the Local executive. • If monies available, attendance at Local executive meetings, ACC, PCM, and/or Biennial Convention may qualify as educational opportunities. • *see the Local's Guide to attending ONA workshops

January 2011 (Revised March 2019)

▫LOCAL POLICY 067: 11

FINANCIAL POLICY/OPERATING

Name of Policy	HONORARIA
Rationale /Purpose	• An honoraria is a token/gift given and received in recognition of the voluntary time contributed on behalf of membership. ONA acknowledges that in no way does it fully compensate for all the voluntary time its leaders contribute to the association. It is received for serving in a position that is without salary, and should not be confused with salary replacement.

Process	• Calculation for honoraria is based on the provincial formula of $100 per bargaining unit plus $10 per member per year. Honoraria in this Local is determined to be: each executive member is entitled to 2 days salary per year as approved by the executive committee and reviewed annually. An executive committee member, having missed half or majority of Local Executive Meetings, shall not be eligible for honoraria unless sick , was not permitted time off to attend bargaining unit matters by the employer, or an accommodation has been discussed and approved by the Local co-ordinator. • Expense forms must be submitted to the Treasurer to document honoraria days as taken.

Nov 2004 (Revised ~~Jan 2008~~ March 2026)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067: 12**

FINANCIAL POLICY/OPERATING

Name of Policy	NURSING WEEK
Rationale /Purpose	• As per maximum allowable expenses (under supplemental Funding) at least $1500 may be spent per Local on Nursing week activities. The calculation and of disbursement of funds to each bargaining unit will be done at the local executive meeting prior to Nursing Week. • To distribute nursing week gifts, larger bargaining units (greater >200 members) may be paid mileage and/or an additional day to reach members that may be outside their local area.

Process	• For this Local monies will be disbursed to the President of each Bargaining Unit for Nursing Week activities. The Discretionary Account may also be accessed for Nursing Week.

November 2004 (Revised March 2025)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067: 13**

FINANCIAL POLICY/DISCRETIONARY

Name of Policy	LOCAL DUES LEVY
Rationale /Purpose	• To provide for additional flexibility at the Local to educate and support additional membership services.
Process	• A Local dues levy of 5.00 dollars per month will be deducted from each member (the amount to be reviewed at the annual general meeting) • The Local dues levy will be deposited into a separate account called the Discretionary Account. • The Local must notify in writing their employers and the ONA Financial specialist annually of any changes to the special dues levy.

January 2008 (Revised March 2019)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067:14**

FINANCIAL POLICY/DISCRETIONARY

Name of Policy	USE OF FUNDS FROM DISCRETIONARY ACCOUNT
Rationale /Purpose	• To provide for accountability for use of funds to educate and support additional membership services.
Process	• All expenses drawn from this account (with receipts, where applicable) require an expense sheet for reimbursement. • Money from this account may be used for ONA education and/or activities (e.g. Nursing Week, Local Annual Meeting) as determined by the Local executive. • Money from this account may be used to purchase gifts for Local members. Retiring members may receive a gift to a maximum value of $50(it is the responsibility of the BUP to purchase such gifts). • Upon resignation from the Local executive committee, the executive member will receive a gift with a value of $50 per year (purchased by another Local executive member) to be given after resignation. • Monies requested from this account for special circumstances/projects will be made available as approved by the financial subcommittee. Any amounts in excess of $500 must be approved by a majority vote of the Local executive. • Any member scheduled to work on an education day will have his/her salary kept whole. On a day off, members attending education will be paid their hourly wage (including % in lieu if applicable for part time members) for a 7.5 hour day. Other expenses e.g. lunch, parking etc. will be paid. *see Local's Guide to attending ONA workshops.

Nov 2004 (Revised Jan 2023)

FINANCIAL POLICY/DISCRETIONARY

Name of Policy	DUAL DUES (LEVY) REFUND
Rationale /Purpose	• To expedite record keeping and enhance financial position of the Local.
Process	• The Local portion of the dues levy will not be refunded to those members paying dual dues.

November 2004 (Revised Jan 2008)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067: 16**

LOCAL ELECTIONS

Name of Policy	LOCAL ELECTION COMMITTEE
Rationale /Purpose	• In accordance with ONA By-Law V #4 the Local will have an election committee. In Local 067 the election committee shall be comprised of the Local Co-ordinator, Secretary and a member of each bargaining unit who will be responsible for collecting and submitting the names of candidates for election to the Secretary or Co-ordinator, who will then produce a ticket of nominations for posting in each bargaining unit. A Local executive member can serve on the Election committee only if he/she is not being contested in the election. (see guidelines)

Process	• The Election committee will be determined at the Spring meeting of the Local executive in the election year, and will stand until the completion of the Local election. The Election committee will set the date, time and place for all the elections at the Local level. The Election committee, in discussion with the Local executive will determine the most feasible voting process for each bargaining unit on election day. • In the event that a vote is required, the executive will determine the need and amount of time for scrutineers and MAST payment will be made from the operating account.

November 2004 (Revised Jan 2008)

ONTARIO NURSES' ASSOCIATION

LOCAL POLICY **067: 17**

LOCAL INVESTMENTS

Name of Policy	INVESTMENTS
Rationale /Purpose	• To ensure financial safeguarding of excess funds if a large surplus is accumulated. • If the Local has a surplus, funds invested outside of the operating and discretionary accounts are allowable but must guarantee the initial principle investment amount.

Process	• The local executive committee will determine to what extent excess funds can be invested. • Investments must be restricted to low risk GICs. The investment amount must be held in the name of the local and the term of the investment must not exceed a term of three years from the date of purchase. • The local should maintain different maturity dates in their investment portfolio. • If required, ONA 67 may identify financial needs that require access to some of the GIC funds which would be discussed and approved by the local 67 executive.

December 2024