

**Prince Edward Island State Council
Knights of Columbus**



Background Paper On

Resolution 10 - Funding Out-of-Province Travel

Resolution 11 - State Deputy Honorarium

Resolution 11 - In-Province Travel

Resolution 12 - Alcohol

The State Executive after a review of the questionnaires that were distributed at the 2008 January mid-year State meeting and after much discussion, wish to propose the following Policy & Procedures to govern in-province and out-of-province travel for State Council members within our jurisdiction. It is noted that representations to Supreme Council by correspondence, discussions and a motion before the Supreme Convention have failed to have them consider the unique circumstances of our State and have forced us to make difficult decisions.

It is recognized that these Policy & Procedures may conflict with certain provisions of our current By-laws however, it would appear to be prudent to work with these Policy & Procedures for at least two fraternal years to ensure that most of the issues surrounding travel are addressed, before the current by-laws are amended. If the latter course of action creates problems, that decision can be revisited.

The out-of-province travel Policies and Procedures, are based on the following:

1. That the Supreme Council of the Knights of Columbus, hereinafter referred to as Supreme, hosts three meetings per

fraternal year at which the State Deputy is expected to attend, being;

- June Organizational Meeting
- August State Convention
- November mid-year meeting

2. That the other jurisdictions within the Order, bring their wives to these meetings although it is recognized that there is no requirement to do so.
3. That the State Deputy receives a *per diem* from Supreme for each day of attendance at the actual meetings. (e.g. in 2007 it was \$250.00 U.S. per day)
4. That the Past State Deputy receives a *per diem* from Supreme, equivalent to what the State Deputy receives, for each day of attendance at the meetings associated with the Supreme Convention.
5. That in addition to the per diem, Supreme will pay a transportation allowance to the three meetings attended by the State Deputy, based on a direct line from our jurisdiction to the meeting site. The mileage is based on U.S. prices that are approximately ½ of the amount paid by our provincial government. (It is noted that historically, the amount paid by Supreme, will not cover the transportation costs of delegates as, the Island is an extremely costly place to fly in and out of.)
6. That Supreme will pay to the Past State Deputy, an equivalent travel allowance to the Supreme Convention as that paid to the State Deputy.
7. That our State Deputy is a member of the Canadian Association of State Deputies, which speaks on issues

specific to Canada. Our jurisdiction does pay a membership fee to the Association each fraternal year. Meetings of the Association are traditionally held the day prior to the State Convention and, on occasion, before the other two Supreme meetings. Supreme pays no *per diems* for the State Deputy to attend these meetings.

8. That the expenses of the State Deputy's wife or the Past State Deputy's wife, to attend meeting of Supreme, is not contributed to, in any way, by Supreme.

Based on the foregoing, the following are the Policy & Procedures to govern out-of-province travel of our members:

1. That the transportation costs of the State Deputy, Past State Deputy and their wives to attend the Supreme Convention shall be paid as follows:
 - a) Except in exceptional circumstances, the State Treasurer shall, within 30 days following the State Convention, determine the economy airfare to attend the site of the Supreme Convention by flying from the Charlottetown airport. The amount so determined shall be the maximum amount of 'transportation costs' that will be paid to each person attending the Supreme Convention by means other than a flight from the Charlottetown Airport and/or that will be paid by the State for air travel.
 - b) Subject to paragraph 1(d), if a person chooses to drive to the Supreme Convention, they shall be entitled to claim their personal expenses and their spouse's personal expenses for:
 - Mileage at the provincial government rate
 - Meals at the rates set out herein in para. 7
 - Tolls – bridges, ferries, highways

- Parking – hotel, site
- Hotel – standard room

c.) Subject to paragraph 1(d), if a person chooses to fly from an alternate airport, they will be entitled to claim their personal expenses and their spouses personal expenses for:

- Mileage at the provincial government rate
- Meals at the rates set out herein in para. 7
- Tolls – bridges, ferries, highways
- Parking – hotel, airport, site
- Hotel – standard room

d.) The expenses set out in sub-paragraphs 1(b) or (c), shall not exceed the total dollar amount determined in para. 1(a).

e.) The parking costs at the Charlottetown airport shall be covered, if used.

f.) The transportation costs to and from the Convention Hotel to the airport shall be covered.

g.) If travel occurs on a day during which no *per diem* is paid by Supreme, meals may be claimed at the rates as set out herein.

h.) The Supreme Convention Banquet tickets shall be paid (e.g. in 2007 they were \$75.00 each) for the Delegates, Alternates if applicable, and their wives.

2. If the Canadian Association of State Deputies convenes a meeting for which Supreme does not provide a *per diem*, the State Deputy shall be entitled to claim only the meals, as set out herein,

and hotel accommodation for the day/night on which the meeting is held.

3.) The State Deputy and his wife shall have the following expenses paid to attend the June organizational meeting:

- Economy airfare from the Charlottetown and the equivalent amounts in paragraphs 1 (e), (f), and G; or
- Expenses as determined by applying the equivalent amounts as set out in paragraphs 1(b), (c) and (d).

4.) Recognizing the limited funds of the State Council, during the commencement of each fraternal year, there shall be a determination of the total amount of monies that should be expended to offset the expenses to attend Supreme meetings. This will be a fixed dollar amount that cannot exceed 35% of the total revenues of State Council (to include normal operations and fundraisers) unless, such excess is required to attend the previous meetings as set out herein i.e., the Supreme Convention and the June Organization Meeting, in which case, the amount may be exceeded.

5.) If the dollar amount set out in paragraph 4 will be exceeded, the State Deputy's wife expenses will not be covered to attend the November meeting. If the dollar amounts are still exceeded, the State Deputy's expenses to attend the November meeting shall not be covered.

6.) If the attendance at the November meeting is to be paid for, the following expenses will be covered:

- Economy airfare from the Charlottetown and the equivalent amounts in paragraphs 1 (e), (f), and G; or
- Expenses as determined by applying the equivalent amounts as set out in paragraphs 1(b), (c), and (d).

7.) If meals are to be paid for, i.e., they occur on a day when no *per diem* is paid by Supreme and are payable in accordance with the previous policies, they shall be paid at the following rates, in Canadian funds provided that, a meal is actually consumed:

Breakfast	10.00
Lunch	10.00
Dinner	<u>25.00</u>
Total	45.00 per day

No receipts shall be required to claim these amounts.

8.) If a person is required to 'over night' at a private residence in order to obtain transportation in another province, they shall be entitled to claim an expense of \$20.00 for each required night.

Resolution - In-Province Travel

No State Council Funds shall be paid for in-province travel with the exception that, an honorarium may be paid to a member, if the payment has been approved by the State Executive. Such honorarium payments shall be reported to the State Council at the meeting following the approval and shall be reported as a separate budgetary line account in the financial records of the State.

Funding of Out of Province Travel

Separate and apart from the Travel Policies and Procedures is the issue of how are the incurred expenses to be paid for. The questionnaire provide minimal guidance as the results were as follows:

How Do we pay for the travel expenses:

- I. Budgetary item, the assessment for each year takes into account the forecasted amount for travel

yes – 6 members no – 10 members

II. Assessment for each member to build a fund e.g. the 5.00 assessment

yes – 14 members no – 8members

III. Assessment for each member but Councils can pay from a State Fundraiser e.g. the Councils get lottery tickets they can sell them to pay their assessment or they can simply submit the required amount and not participate in the fundraiser

yes – 8 members no – 8members

Resolution

Whereas, all members benefit from members attending Supreme Council meetings;

And Whereas, we are a fraternal association whereby all members are to be treated equally and fairly;

Resolved That, the Prince Edward Island State Council charge a \$5.00 assessment to each member of a Subordinate Council, excluding those members designated Honorary, or Honorary Life, for out-of-province travel provided that, a Subordinate Council can sell State lottery tickets or participate in other State fundraisers and have the share normally payable to State Council offset the assessment amount that would be owing in whole or in part.

Resolution - State Deputy Honorarium

The questionnaire was unanimous that the State Deputy's honorarium should be increased from \$1000.00 to \$1350.00. The State Executive is therefore proposing the following resolution:

Resolved that, the State Deputy's honorarium be increased from \$1000.00 per fraternal year to \$1350.00 per fraternal year and to be paid at the commencement of each fraternal year.

(N.B. because of our State Council Bylaws, this increase will become effective during the 2008-2009 fraternal year.)

Resolution - Payment for Alcohol

The respondent's to the questionnaire responded 16 to 6 that State Council funds shall not be expended for the purchase of Alcohol, The following resolution is therefore proposed:

Resolved that, no State Council funds shall be expended for the purchase of alcohol.

Kof C Transportation Off-Island Questionnaire Results

Off-Island travel includes 3 trips: one is to the Supreme Office in New Haven, Connecticut; the other two can be to any other major city in North America. Supreme pays in US Funds a per diem plus a transportation allowance. The transportation allowance is 'as the crow flies' and does not take into account our unique and **expensive** cost of travel. Therefore the question which arises, considering our limited financial resources, concerns what can we realistically afford and what you as members are willing to pay? To help in reaching a consensus, the following questions appear to be relevant:

Who should attend and what should be attended:

- Supreme Convention: Two delegates permitted to attend - State Deputy and Past State Deputy
should they attend yes - 22 no - 0
should their wives attend (they are expected to by Supreme) yes - 22 no - 0
- the June organizational meeting: should the State Deputy attend yes - 22 no - 0
should his wife attend (expected to by Supreme) yes - 14 no - 8
- mid-year meeting should the State Deputy attend yes - 19 no - 3
should his wife attend yes - 11 no - 11

Should Off-Island travel include:

- airfare economy class yes - 22 no - 0
- if a person chooses to drive do they get actual mileage yes - 0 no - 22
or
the equivalent of an economy class ticket yes - 22 no - 0
- should mileage be paid at the Provincial Government rate (currently, 42.3km yes - 19 no - 3
or
rate paid by Supreme (approx. ½ of provincial Gov't rate) yes - 3 no - 19
- taxis/land transport to and from airport to the site yes - 22 no - 0
- if people stay at a private home do they get an allowance if so, what amount _____ 15 yes 7 no One group suggested 20.00 another suggested a reasonable amount another, 100.00.
- meals
 - If yes:: Should there be a cap e.g. Government
 - Breakfast - 9.00
 - Lunch - 10.00
 - Supper - 21.00
 - yes - 22 no - 0
 - or
 - actual amount paid with receipts yes - 7 no - 15
- Do you agree, no State Council Funds should be paid for alcohol yes - 16 no - 6

- parking: airport yes - 22 no - 0
 on-site yes -22 no - 0
- should the wife of the member be paid for all three trips for: transportation
 yes no
meals yes no
other yes no if yes, please specify

The responses to this question were as follows:

3 members indicated the expenses for the wife to attend the November meeting should not be paid for.

12 members responded meals and transportation should be paid for all three.

7 members responded that only meals and transportation to attend the Supreme Convention should be paid for.

Should the State pay for the Convention banquet (75.00) for Delegates yes - 16 no
Delegate's wives yes - 16 no

State Deputy Honorarium: (Article XI s.3 currently requires one to be paid)

- If expenses are paid for out of province travel should the Honorarium continue to be paid to the State Deputy yes -22 no - 0
- The Honorarium is presently at 1000.00 should it be increased yes - 22 no -0
if yes, should the recommendation to increase to 1350.00 be accepted
yes - 22 no - 0
if no, what amount should be paid _____

How Do we pay for the travel expenses:

- Budgetary item, the assessment for each year takes into account the forecasted amount for travel yes -13 no – 3
- Assessment for each member to build a fund e.g. the 5.00 assessment yes -1
 no - 15
- Assessment for each member but Councils can pay from a State Fundraiser e.g. the Councils get lottery tickets they can sell them to pay their assessment or they can simply submit the required amount and not participate in the fundraiser
 yes - 15 no -1
- Other – no responses

N.B. 6 members responded, keep the 5.00 assessment

Cap on Out-of-Province Travel Expenditures:

Should there be a cap on out-of-province travel expenditures for a fraternal year

yes -10 no - 12

Should it be a dollar figure: yes - 7 no - 9 amount _____

Should it be a % of total revenue(currently, under existing rules, averages 30-35%)

yes - 3 no 13

In-Province Travel:

Currently our By-laws provide mileage shall be paid at the provincial government rate.

Few members claim this. If everyone did we could not afford to pay. Should this be eliminated from our By-laws yes - 16 no - 6.

If no,

Should the rate continue to be at the: Provincial Government rate yes -7 no

Supreme rate yes - 6 no

Other items that need to be addressed or concerns: no responses

On the issue of a payment to Claude Parent, only one group responded and they indicated no payment should be made.