



## Northern Association of Community Councils Inc.

2-565 Roseberry Street, Winnipeg, Manitoba R3H 0T3

Telephone: (204) 947-2227 Fax: (204) 947-9446

Toll Free: 1-888-947-6222 Email: nacc@mymts.net

### **Policies for the Northern Association of Community Councils Inc.**

#### Annual General Meeting & Tradeshow Attendees

#### **Attendees**

- NACC will reimburse eligible costs for two delegates.
- NACC will reimburse eligible costs for one contact person from each contact community.
- All councils must provide a signed resolution from their community council stating who the registered delegates are that will be attending the AGM. Registrations will be cancelled if the office doesn't receive these resolutions by Wednesday, August 2<sup>nd</sup>, 2017.

#### **Hotel Rooms**

- **Delegates** – **One**\* hotel room will be covered by NACC for **two** delegates to share. If more than one room is required, costs are to be **covered by council directly**  
*\*There are no exceptions to a second room request to be paid for by NACC.*
- NACC will fund 4 nights total, including one night before the AGM begins (Monday) and one night after the AGM ends (Thursday night). Please note that communities are responsible for any hotels costs over and above the 4 night maximum that is reimbursed by NACC.
- NACC will be responsible for making hotel reservations for two delegates, and one community contact per a contact community for the Annual General Meeting.
- **ONLY** 2 delegates or one community contact person per a contact community will need to contact the NACC office for reservations.
- Observers are required to make their own reservations and are on a “first come, first served” basis.
- Any costs associated with room no shows will be charged back to the respective community council. **Cancellations** are to be made no later than 12PM, the day prior to your check in date.

#### **Private Accommodation**

- NACC will cover private accommodations for up to two delegates or one community contact person for each night stayed at \$45.00 per night up to a maximum of 4 nights total. Including one night before the AGM begins (Monday) and one night after the AGM ends (Thursday night).



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### **Mileage**

- Round trip mileage from community to AGM venue is to be paid to **one delegate from each council** (can be split amongst delegates if required and noted on expense claim form).
- Round trip mileage from community to AGM venue is to be paid to one contact person, per contact community.

### **Airfare (Fly-In Communities Only)**

- If required, round trip airfare to be paid by NACC for no more than two delegates per community (must be organized in advance with NACC office for direct payment of flight).
- If required, round trip airfare to be paid by NACC for one contact person, per contact community (must be organized in advance with NACC office for direct payment of flight).
- If other means of travel are required amongst airfare (train, vehicle, etc.) total payout will not exceed round trip airfare.

### **Train**

- Train costs will be covered if needed to closest destination point for air, bus or vehicle for up to two delegates per community.
- Train costs will be covered if needed to closest destination point for air, bus, or vehicle for one contact person, per contact community.

### **Per Diems**

- A per diem of \$40.00 per day will be paid to each delegate (up to two delegates per community).
- A per diem of \$40.00 per day will be paid to one contact person from each contact community.

*\*\*\*Per diems are also paid for one travel day before the AGM (Monday) and one travel day after the AGM (Friday)*

### **Expense Claim Forms**

- Expense claim forms will be filled out by NACC and faxed to the community as the registrations are received by the office.
- If there are any corrections, the community **must** phone NACC or make the changes on the expense claim form and fax/mail back to the NACC office for approval.



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- All final expense claim forms must be signed and submitted to the NACC office no later than Wednesday, August 2<sup>nd</sup>, 2017. After August 2<sup>nd</sup>, no corrected expense claim forms will be accepted.

### **Invoices**

- Invoices for reimbursement will be accepted after the AGM and are required by all communities in order to be reimbursed.
- Train, bus, and airfare original receipts need to accompany invoices.
- All invoices are required by January 31st, 2018. No reimbursements will be made after that date.
- Invoice will be accepted in two formats: Community Council invoice, or original expense claim form.

### **Cash Payout at Annual General Meeting**

- Any community council needing to be reimbursed in cash during the AGM are not eligible to charge anything to NACC at the AGM venue. Expenses incurred by communities will need to be paid for directly with the venue. (If assistance of payment is needed, please arrange ahead of time with NACC).
- Specific times have been set out for cash payments throughout the AGM, and are listed on the agenda. Cash payouts will not be handed to attendees outside this time frame.
- Cash payouts will not be honored if the signed expense claim form is not received in our office by Wednesday, August 2<sup>nd</sup>, 2017.

### **Meals**

- Breakfast and lunch will be provided at the conference. Attendees will be reimbursed for supper at \$18.70 per day during the conference. Travel days are eligible for full day meal reimbursement.

### **Additional Lunch Tickets**

- Observers, family members and guests must purchase lunch tickets from the NACC office prior to the AGM and no later than Tuesday, August 1<sup>st</sup>, 2017.
- NO REFUNDS will be permitted for lunch tickets after payment is received.
- Tickets will be available to purchase from the NACC office prior to the AGM at the cost of \$10.00 per-ticket/per-day and MUST be paid for no later than August 1<sup>st</sup>, 2017.
- Please enclose the total amount of tickets required, name and community for each ticket and total purchase price (example. 3 tickets x \$10.00 = \$30.00 name/community).



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### **Resolutions**

- Please note **no** COMMUNITY resolutions will be accepted after Friday August 11<sup>th</sup>, 2017. Any resolutions passed in the regional meetings will be classified as regional resolutions, and **not community resolutions**. To ensure your community resolution goes to the AGM floor, communities must send it in no later than August 11<sup>th</sup>, 2017.

### **Elections**

- **Only two locally elected delegates** accompanied by council resolution and **appointed individual from Contact Community** are able to run for a NACC P and vote. All resolutions with applicable names **MUST** be submitted to the NACC Office by August 2<sup>nd</sup>, 2017.

**DELEGATE DEFINITION** – an elected official appointed by Community Council Resolution.

### **Conference Rules and General Information**

1. Only communities who have paid their membership fee by August 11<sup>th</sup>, 2017 to NACC will be allowed to have delegates participate and will be reimbursed for eligible expenses.
2. A copy of the expense claim form will be forwarded to their respective communities, indicating and confirming each delegate's attendance and eligible expenses.
3. Each community council needs to complete expense claim forms and fax, email or mail them back to the NACC office before any reimbursements are paid. They **must** indicate if the person is being paid in advance by their council. Signatures will be obtained through sign-in sheets on site at the AGM.
4. **Only the hotel room and taxes** will be covered by NACC as per contract with the Hotel. All other hotel expenses incurred are the responsibility of the council/delegate.
5. Travel expenses will be paid for by NACC, for one car per community. NACC will only pay for/reimburse for two delegates from each community. Hotel room costs are only covered for one room per two delegates.



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6. Please sign in with the hotel front desk to confirm your occupancy of the room before midnight on the day of arrival, or your room will be cancelled. **ALL rooms are non-smoking;** if you do smoke in the room there is a minimum \$250.00 charge which is the responsibility of the guest/council to pay. Please smoke only in the designated smoking areas outside of the hotel.
7. The swimming pool is accessible by room key cards only. **NO CHILDREN** are to be left unattended in the pool or pool area. There are no lifeguards or supervisors on duty.
8. Noise levels must be controlled in and around the hotel between the hours of 11:00pm and 7:00am.
9. NACC assumes no responsibilities for lost or stolen items. Delegates wishing to store valuables are encouraged to use the hotel security services.
10. Any additional purchases from the hotel such as video games, phone usage, movies, towels, etc. will be the responsibility of the guests/council.
11. When speaking into the microphone, please state your name and community that you reside in (**every time**) as this is crucial for recording/minute taking purposes.
12. Delegates will be allowed up to a 5-minute interval when addressing the floor. This should allow all delegates the chance to voice their concerns. Delegates are urged to respect the time allotment.
13. Please keep coffee breaks and lunch breaks to specified times in the designated areas.
14. Please make sure that all cellular phones are turned off at all times.